



DISTRICT OF HUDSON'S HOPE INAUGURAL MEETING AGENDA

Council Chambers

Monday, December 8, 2014 at 7:00 PM

Prior to the meeting being called to order, the Mayor and Councillors will take the Oath of Office administered by the Chief Elections Officer

1. **Call to Order:**
2. **Notice of New Business:**
 - Mayor's List
 - Councillors Additions
 - CAO's Additions
3. **Adoption of Agenda by Consensus:**
4. **Declaration of Conflict of Interest:**
5. **Adoption of Minutes:**
 - M1 November 24, 2014 Regular Council Meeting Minutes Page 1
6. **Business Arising Out of the Minutes:**
7. **Delegations:**
 - D1 Trans Canada: Prince Rupert Gas Transmission Project Update Page 6
8. **Staff Reports:**
 - SR1 Action Items and Other Updates by CAO Page 8
 - SR2 Staff Clothing Wear Policy Relating to BCGEU Agreement Page 10
 - SR3 Temporary Traffic Camera Installation in Hudson's Hope Page 12
 - SR4 Children First Grant Agreement Page 15
 - SR5 2015 Council Meeting Calendar Page 35
 - SR6 Communications Expenditure Page 38
 - SR7 Municipal Signage Update Page 43
 - SR8 Response Guide to FOI Requests Policy Page 46
 - SR9 Committee and Board Appointments Page 53

SR10	Use of Personal Email Accounts for Public Business	Page 56
SR11	Intern Updates	Page 61

9. Correspondence:

C1	Annual Military Service Recognition Book	Page 63
C2	Fire Department Muscular Dystrophy Fundraising 2014	Page 65
C3	Northern Development Initiative Trust Economic Development Capacity Building Fund - 2013	Page 66
C4	UBCM Group Insurance for Elected Officials	Page 67
C5	Visitor Centre Network Meeting Notes	Page 71
C6	TransCanada Community Fund	Page 74
C7	Farewell Tribute Honouring Former Mayor Fred Jarvis	Page 76
C8	BC Hydro Response to Site C Proposal Presented by Rob Botterell	Page 77
C9	Ministry of Forests, Lands and Natural Resource Operations UBCM Response	Page 78
C10	Ministry of Community, Sports and Cultural Development UBCM Response	Page 79
C11	UBCM: Notification of Executive Vacancies	Page 83

10. Reports by Mayor & Council on Meetings and Liaison Responsibilities

11. Old Business:

12. New Business:

Mayor Johansson:

Curling Rink Incident – Evaluation & Repair
Discussion Re: TransCanada Community Investment

13. Public Inquiries:

14. Adjournment:



REGULAR COUNCIL MEETING
November 24, 2014
7:00 P.M.
MUNICIPAL HALL COUNCIL CHAMBERS

Present: Council: **Acting Mayor Councillor Dave Heiberg**
Councillor Travous Quibell
Councillor Richard Brown
Councillor Daniel Bouillon
Councillor Kelly Miller

Staff: **CAO: Tom Matus**
Deputy Clerk: Laurel Grimm
Director of Protective Services: Robert Norton
Intern: Devon Flynn

Other: 3 in gallery

1. CALL TO ORDER:
The meeting was called to order at 7:01 p.m. with Acting Mayor Dave Heiberg presiding.

2. NOTICE OF NEW BUSINESS:

Council Additions:
None

CAO Additions:
Tom Matus included the Agenda Additions SR8, SR9 and SR10 to Staff Reports and C8 to Correspondence.

3. ADOPTION OF AGENDA BY CONSENSUS:
The November 10, 2014 Regular Council meeting agenda was adopted by consensus.

4. DECLARATION OF CONFLICT OF INTEREST:
None

5. ADOPTION OF MINUTES:

0550-01

M1 November 10, 2014 Regular Council Meeting Minutes

RESOLUTION NO. 231

M/S Councillors Brown/Miller

THAT:

"The minutes of the November 10, 2014 Regular Council Meeting be adopted as written."

CARRIED

6. BUSINESS ARISING OUT OF THE MINUTES:

- BA1 BA1: District of Tumbler Ridge Request of Support 0400-50**
Staff has drafted the letter and will be sending out soon.
- BA2 BA2: CR3: Ministry of Transportation and Infrastructure (MoTI) 0400-20**
Inquired as to whether any information has been received. Staff is continuing to work on correcting the road conditions that were addressed at the meeting with MoTI.
- BA3 CR1: Silver Willows Gravel 5400-01**
Need to look at ownership of land to determine if we can place gravel there.

7. STAFF REPORTS:

- SR1 Updates By CAO 0110-01**
The Public Works shop is #1 priority at this time. Nine applications received for the Foreman position. Further information on foreman position will be discussed at the December 8, 2014 Council Meeting.
- SR2 BC Hydro 2nd Apprentice Trade Show Hall Rental 6660-20**
RESOLUTION NO. 234
M/S Councillors Bouillon/Brown
THAT:
"Council support the BC Hydro Apprentice Trade Show in Hudson's Hope by allowing the use of the Community Hall, assisting with advertising and paying the janitorial fees at the Hall.
CARRIED

Diarize this item so that the new Council is aware of the event.
- SR3 Arena Heating System 0810-20**
RESOLUTION NO. 234
M/S Councillors Bouillon/Quibell
THAT:
"Council approves the supply and install price of \$25,000 plus GST for installation of four forced air furnaces at the Arena."
CARRIED

Discussion on quotes provided and input received from Public Works.
- SR4 Municipal Signage Update 6440-01**
Synopsis on report provided by the Deputy Clerk. Item diarized for discussion during 2015 budget.
- SR5 Special In-Camera Meeting 0550-01**
RESOLUTION NO. 234
M/S Councillors Quibell/Miller
THAT:
"Council schedule a special in-camera meeting, pursuant to section 90 1. (e) for November 27, 2014 at 4:00 p.m."
CARRIED
- SR6 Intern Update 6440-01**
Discussion on "Business Walk". TransCanada is looking to invest in the Community. Will have more information soon.

ALR Exclusion – this project should not be cancelled due to the invasive species nor “postponed”. Staff needs to develop a plan to deal with the knap weed.

SR7 **Pool Cost Analysis** 0810-20
Look into purchasing the land beside the Arena for possible future development. Can be discussed at next Strategic Planning Meeting.

SR8 **Valve Insertion Sleeves** 5340-01
RESOLUTION NO. 234
M/S Councillors Bouillon/Quibell
THAT:
“Approve the additional capital expense for the valve insertion capital project of \$5,040 plus taxes.”
CARRIED

Tom Matus gave a brief synopsis of the report. Staff is looking at building some infrastructure information maps while doing the insertions.

SR9 **Change Order for Tender DHH 2014-48** 1220-01
The Director of Protective Services gave a synopsis of the report.

RESOLUTION NO. 234
M/S Councillors Bouillon/Miller
THAT:
“Council approve a change order to Hub Fire Engines to amend the overall cost of the water tender as per DHH 2014-48 to \$271,962.00”
CARRIED

SR10 **Groundskeeper Report 2014** 0810-20
To be discussed at budget time.

9. **CORRESPONDENCE:**
C1 **Northern Health UBCM Meeting** 0400-01
FOR INFORMATION

C2 **Minister of Energy, Mines and Natural Resources: Site C** 0400-20
FOR INFORMATION

C3 **Hudson’s Hope Historical Society: Thank You** 0230-20
FOR INFORMATION

C4 **Licence of Occupation Renewal** 1660-01
FOR INFORMATION

RESOLUTION NO. 234 0810-20
M/S Councillors Bouillon/Miller
THAT:
“Motion to suspend the regular procedure of the meeting to allow the groundskeeper, Lanny Rhymer, to speak to her report”
CARRIED

Lanny provided an overview of the irrigation system requirements and installation details. Staff will need to get in touch with the contractor and ask what time they would suggest doing the install. Need to consider buying a harrow. To be discussed at budget.

C5 **Legislative Assembly of BC: Congratulations** 3710-01
FOR INFORMATION

C6 **Premier's BC Natural Resource Forum** 0390-01
FOR INFORMATION

C7 **Recreation Society of Hudson's Hope** 0230-01
FOR INFORMATION

10. **REPORTS BY MAYOR & COUNCIL ON MEETINGS AND LIAISONS RESPONSIBILITIES:**

CR1 **Councillor Brown: Airport Society Update** 6640-00
They have released a report with the growth projections for the next 25 years. Councillor Brown will email the report to Staff. The parking lot is now complete. Bathroom renovation is to start January 1, 2015. Councillor Brown volunteered to be a part of this society as a member of the public once his term at office is done.

CR2 **Councillor Bouillon: Oil and Gas Update** 6660-01
Councillor Bouillon gave an update on the pipeline proceedings in the area.

11. **OLD BUSINESS:**

OB1 **Councillor Bouillon: Pool Cost Analysis** 0810-20
Council has historically received some criticism on the pool.

- Staff to post a report in the bulletin informing the public on Council's concerns and the cost of having an indoor pool.

OB2 **Councillor Brown: Public Works Shop** 0810-20
Asked whether the final placement for the new shop has been determined. The CAO recommends moving forward with the placement in the proposed Light Industrial Yard. Nothing has been decided yet. A report should be coming to Council soon for decision.

- Staff to schedule a strategic planning session for the new Council.

12. **NEW BUSINESS:**

NB1 **Councillor Bouillon: Spectra Energy Correspondence brought forward from the Council Information Package** 6660-01

- The symbol for Hudson's Hope (population size) on the Spectra Energy map is wrong and needs to be corrected.

NB2 **Councillor Miller: Physicians Residence** 5340-01
The sewer back-up that caused some flooding in the Community impacted the physician's house. Councillor Miller looked into the progress of the restoration and it is almost complete. The CAO dir

send out two letters to all residences educating them on the correct type of back-flow preventer that should be installed to prevent this from happening again.

13. PUBLIC INQUIRIES:
PI1 None

14. ADJOURNMENT:
RESOLUTION NO. 238
M/S Councillors Brown/Quibell
THAT:
"The Regular Council Meeting for September 15, 2014 be adjourned" (8:18 p.m.)
CARRIED

	<i>Diarized</i>	<i>Last Review/Action</i>
DIARY		
Conventions/Conferences/Holidays		
DY1	<i>PRRD: Solid Waste Disposal</i>	<i>05/12/14</i>
DY2	<i>Airport Resurface and Redevelopment</i>	<i>05/12/14</i>
DY3	<i>Grubjesic Driveway</i>	<i>05/12/14</i>
DY4	<i>Co-Op Correspondence Re: Card Lock</i>	<i>11/12/13</i>
DY5	<i>Communications Expenditure</i>	<i>08/11/14</i>
DY6	<i>Premiers BC Natural Gas Forum</i>	<i>08/11/14</i>
DY7	<i>Capital Projects Meeting (every 6 months)</i>	<i>10/14/14</i>
DY8	<i>BC Hydro 2nd Apprentice Trade</i>	<i>11/24/2014</i>

Certified Correct:

Clerk / Minute Taker

Chair



DISTRICT OF HUDSON'S HOPE

Delegation to Council Request Form

Name of person or group wishing to appear before Council: Prince Rupert Gas Transmission Project - TransCanada

Subject of presentation: Project Update

- Purpose of presentation:
- information only
 - requesting a letter of support
 - requesting funding
 - other (provide details)

We are requesting time at the Council Meeting on Monday, Dec 8 to deliver a Project Update to Council since our last visit in June.

Contact person (if different than above): Catie Underhill

Telephone number: 403-920-4534

Email address: catie_underhill@transcanada.com

Will you be providing supporting documentation? Yes No

- If yes:
- handouts at meeting
 - publication in agenda (one original due by 4:30 the Wednesday prior to your appearance date)

- Technical requirements:
- flip chart
 - multimedia projector
 - laptop
 - other _____

Rules for Delegations:

1. fifteen minute maximum
2. name of person and or group and subject will be published in agenda (available to public and on internet)
3. direct your presentation to Council
4. Council may have questions
5. be courteous and polite
6. be respectful
7. is not a debate
8. don't expect an immediate answer
9. may not be on date requested as limit of three delegations per meeting on a first come, first served basis
10. bring enough handouts if your material is not published in agenda (the District will not provide reproduction services)

Helpful Suggestions:

- have a purpose
- get right to your point and make it
- be concise
- be prepared
- don't waste time
- state your request if any
- multiple-person presentations are still ten minutes maximum
- may be people in gallery who support or oppose you
- the Recording Secretary may ask for any relevant notes from you if not handed out or published in the agenda

I understand and agree to these rules for delegations

Catie Underhill
Name of Delegate or Representative of Group

[Signature]
Signature

Oct 14, 2014
Date

For Office Use	
<input type="checkbox"/> Approved	<input type="checkbox"/> Rejected
By (signature): _____	<input type="checkbox"/> Mayor <input type="checkbox"/> CAO
Appearance date if applicable: _____	
Applicant informed of approval/rejection on (date): _____	
By (signature) _____	Date: _____

THE DISTRICT OF HUDSON'S HOPE

REPORT TO: Mayor Johansson and Council
SUBJECT: ACTION and other UPDATES
DATE: December 8, 2014
FROM: Tom Matus, CAO

Property Behind Legacy Village Market

The attached map shows 4 private lots and one owned by the District of Hudson's Hope. The exact location of the area that needs gravelling needs to be identified, (possibly in the spring). It would seem the area in question is on private lands.

Arena

Energetic Energy requested to provide a new quote once he had received the contract. The quote is attached. To note he has increased the price from \$25,000.00 to \$32,000.00 but has also increased the BTUs from 100,000 each to 120,000 each. He is only a two man operation but has requested the help of Wayland Industries; also, he cannot complete the job until January 9, 2015.

I have another interested business that will come in Tuesday December 9th to do measurements and provide a quote.

Foreman Position

10 resumes have been received, 6 that meet the criteria. I recommend the

Recommend Personnel Committee review and screen resumes and direct hiring procedure.



Tom Matus, CAO



Online Cadastre

Legend

- Land Act Survey Parcels
- Integrated Cadastral Fabric
- First Nations Treaty Lands - FIRST_NATION_NAME
 - Huu-ay-ahi First Nations
 - Ka'yuu:K'ith/Che:k'tles7eth First Nations
 - Nisgaa Nation
 - Toquaht Nation
 - Tsawwassen First Nation
 - Uchucklesah Tribe
 - Ucluelet First Nation
- (1:20,000) Water - Lake, Reservoir

FCODE



1:1,300

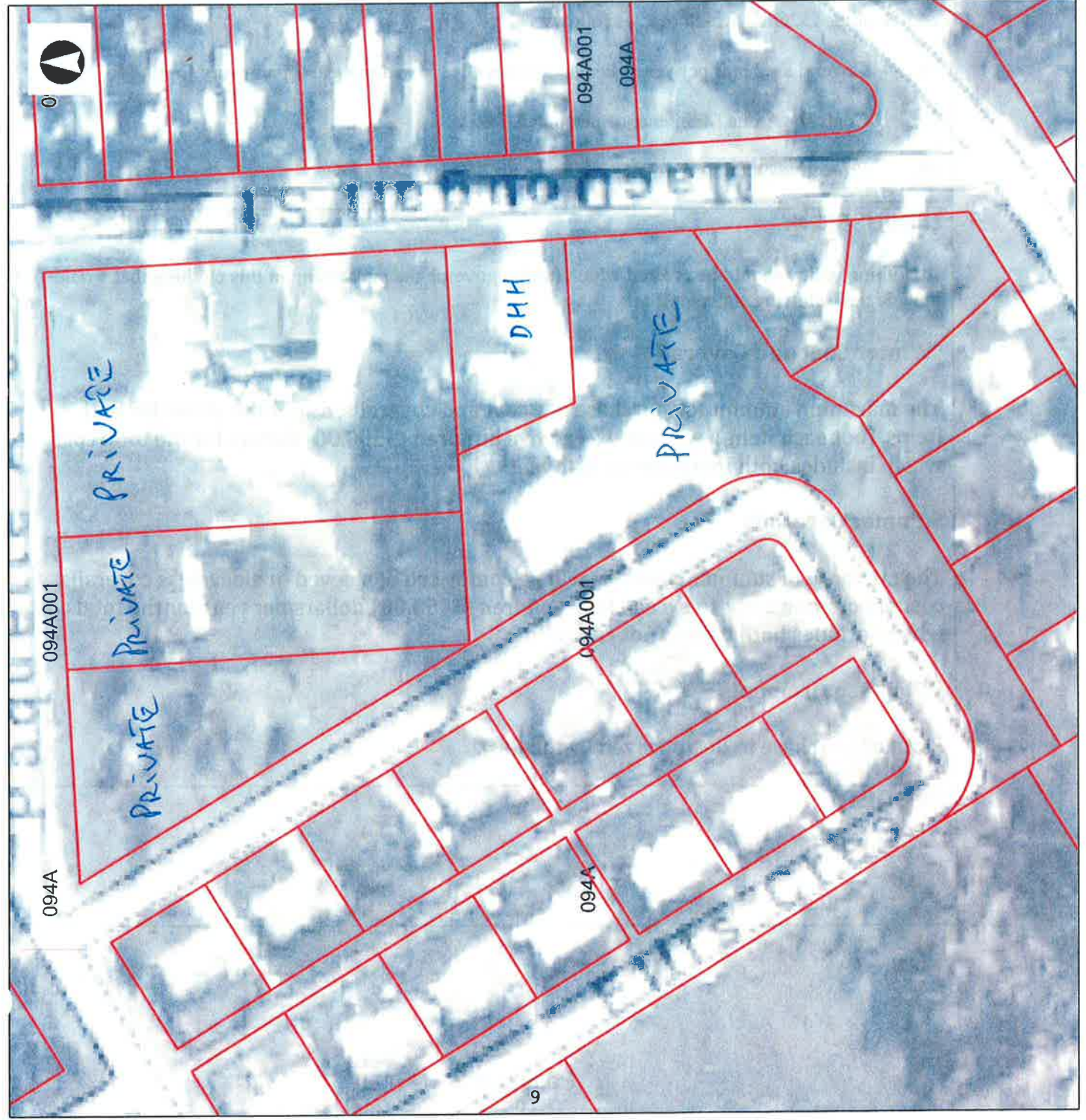
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Datum: NAD83
 Projection: NAD_1983_BC_Environment_Albers

Key Map of British Columbia



REQUEST FOR DECISION

RFD#: CM 8SR	Date: December 8, 2014
Meeting#: CM120814	Originator: Tom Matus, CAO
RFD TITLE: Staff Clothing Wear Policy relating to BCGEU Agreement	

BACKGROUND:

Currently there are no price limits for the purchasing of staff clothing as per Appendix C sections 4, 7 and 10 of the BCGEU which read as follows:

- “4. Coveralls - 2 pair per year - Insulated coveralls for winter wear 1 pair every fourth (4th) year.”
7. Coats for Arena Maintenance personnel.
10. Protective clothing for office requirements.”

DISCUSSION:

A clothing policy should be created which further governs the purchasing of this clothing that would include the following statement:

“Winter Coat and Coverall

The maximum amount for purchase of a coat and coveralls, as per the above for both items, (not each item,), will not exceed five hundred (\$500.00) dollars for the total cost which includes both items, every four years.

Summer Coveralls

The purchase of summer coveralls will be comprised of sleeved or sleeveless coveralls, cost of both items not to exceed four hundred (\$450.00) dollars per year for the total cost which includes both items, (not each item).”

Office Requirements

Clothing purchase to be approved by the CAO.

BUDGET:

RECOMMENDATION / RESOLUTION:

That Council:

Provide direction as per the total amount allowable for the purchase of outer wear clothing as identified above and that Administration create a policy governing such.



Tom Matus, CAO

THE DISTRICT OF HUDSON'S HOPE

REPORT TO: Mayor Johansson and Council
SUBJECT: Temporary Traffic Camera Installation in Hudson's Hope
DATE: December 8, 2014
FROM: Tom Matus, CAO

As per

James Thomas, Properties Manager
Site C Clean Energy Project
BC Hydro

BC Hydro is conducting traffic counts at various intersections in the Peace region. Information on the traffic count is contained in the December field study notice attached to this report. For ease I have quoted the relevant section below:

"BC Hydro will be conducting traffic counts at key intersections in Fort St. John, Taylor, Hudson's Hope and Chetwynd to establish current levels of traffic volume. Video recording equipment will be mounted on utility poles or signal poles at 19 locations to collect vehicle turning data. There will be no disruption to traffic or traffic operations during this activity."

District of Hudson's Hope:

For the intersection of Clarke Ave. and Highway 29 it is proposed to install the camera on the community alarm pole. The installation is planned for today with removal next Friday (5th December). Installation and removal would take no more than 30 minutes with no special equipment or traffic control required.

For reference I have attached two pictures of the camera installed at another location - one shows the general arrangement and the other shows how the camera attaches to the pole. The installation would not interfere with the equipment box located on the pole, nor would power be required as the camera is battery operated. As you can see from the pictures the camera is chained to the pole for security.



Tom Matus, CAO





REQUEST FOR DECISION

RFD#: CM 8SR	Date: December 8, 2014
Meeting#: CM120814	Originator: Tom Matus, CAO
RFD TITLE: Children First Grant Agreement	

BACKGROUND:

I have been approached by Karen Kehl requesting if the District of Hudson's Hope could help facilitate this program in our community. In the past the Hudson's Hope Playschool would facilitate the administration of this project in Hudson's Hope but cannot do this due to liability insurance issues.

Due to the fact that the District of Hudson's Hope is insured for any programs we are involved in or sponsor, we could easily take this on and keep the funding in the community.

I attended a meeting at the school whereby Derreck Beam - Principal of HHS, Greta Goddard – Greta's class Act Services, Karen Kehl – Early Childhood Development Committee and Penny Gagnon – Executive Director Fort St. John Child Development Centre. At this meeting we discussed the feasibility of the District of Hudson's Hope in facilitating the administration of this program.

DISCUSSION:

The purpose and role of the Fort St John Child Development Centre and the Children First Initiative as per the Funding Guidelines is as per follows:

“Children First Initiatives support communities to identify and develop an integrated and comprehensive model of Early Childhood Development [ECD] service delivery for children 0 to 6 years of age and their families. They are funded by the Ministry of Children and Family Development. Children First Initiatives are key to creating networks that work together to build family-friendly sustainable communities both within the early child development field and the broader community.”

The District of Hudson's Hope's involvement is to accept the \$3,700 funding from Fort St. John Child Development Centre and flow it through to the contractor, Greta's Class Act Services, and to file a final report to CDC. All documents are attached to this report. There is no cost to the District of Hudson's Hope other than the receipting of the check from the CDC and the flow through, (issuing of a check) of the moneys to Greta's Class Act Services or to whomever CDC approves as the contractor.

It would be a loss to the community if organizations, in the quest to provide child programs, could not receive approved funding due to their inability to provide insurance nor the ability to open bank accounts.

BUDGET:

n/a.

RECOMMENDATION / RESOLUTION:

That Council:

Approve the Children First Contractual Agreement with the Fort St. John Child Development Center in the amount of \$3,700.00.



Tom Matus, CAO



FUNDING GUIDELINES

Children First Initiatives support communities to identify and develop an integrated and comprehensive model of Early Childhood Development [ECD] service delivery for children 0 to 6 years of age and their families. They are funded by the Ministry of Children and Family Development. Children First Initiatives are key to creating networks that work together to build family-friendly sustainable communities both within the early child development field and the broader community. <http://www.bcchildrenfirst.ca/>

Required Criteria

Funding will be provided to projects that best meet the following criteria:

- Will improve outcomes for children ages 0-6 and their families.
- Demonstration of strong partnerships with other community agencies/committees.
- Increase of community capacity, collaboration, and sharing of resources.
- Promotion of awareness and the importance of the early years in geographic region.

Preferred and Strongly Suggested Criteria

- Increase service delivery effectiveness.
- Improved access to service through the identification of gaps and reduction of barriers.
- Increase opportunities for early identification and screening.

Non Eligible Projects

- Projects for children and youth over the age of 6.
- Projects that are not supported by the local ECD table.
- Projects that are not free to the community.

Children First

Contractual Agreement

This contractual agreement is between

Fort St. John Child Development Centre, the Managing Partner for the Peace region Children First initiative and (insert name and address of funded organization) for the (insert name of project).

1) Appointment

The Fort St. John Child Development Centre is retaining the Contractor to provide services described in the attached **Schedule A**.

2) Independent Contractor

- The Contractor will be an independent Contractor and not an employee or agent of the Fort St. John Child Development Centre. Thus, this agreement does not represent an employer-employee relationship.
- The Contractor is solely responsible, where applicable, for the federally and provincially mandated deductions, including, but not limited to: EI, CPP, WCB, GST, income tax, etc.
- The Contractor will not in any manner what so ever commit or purport to commit the Fort St. John Child Development Centre to the payment of any money to any person, agency or corporation, except as otherwise may be stated in this Agreement.

3) Professional Standard

The Fort St. John Child Development Centre expects the Contractor to provide services in keeping with generally accepted professional standards of work and conduct.

4) Terms

The Contractor will provide the services in accordance with the provisions of this Agreement during the period commencing (*insert dates*). This agreement does not constitute an on-going contract for services.

Approval from the Fort St. John Child Development Centre Executive Director and of ----- is required prior to any funding or operational changes to the agreement.

5) Payment

The Fort St. John Child Development Centre will pay the Contractor, as per the payment schedule below, for providing the Services in the manner and times set out in the attached Schedule A and the Contractor will accept such fees as full payment as aforesaid.

6) Office Space, Telephone, Computer, basic office supplies

(Insert name of organization) is responsible, as part of this contract, for providing office space, telephone, computer, and basic office supplies as it relates to the work of the contractor.

7) Liability Insurance

The contractor, will at their own expense, secure liability insurance for the duration of the contract in the amount of \$ 2 million and name as an insured third party the Fort St. John Child Development Centre.

8) Ownership

The Fort St. John Child Development Centre, as Managing Partner for the Children First initiative in the Peace region owns any materials produced for Children First.

9) Termination

Notwithstanding any other provisions of this Agreement, the Fort St. John Child Development Centre and/or the Contractor may, at their option, terminate this Agreement, with **30 days** written notice. If such option is excised, the Fort St. John Child Development Centre will be under no further obligation to the Contractor except to pay the Contractor such fees and expenses as the Contractor may be entitled to receive, pursuant to the Schedule A attached, for services rendered and expenses incurred pro-rated to tasks accomplished in relation to **Schedule A**, up to the date of the termination of this Agreement.

10) Payment Schedule

- The Contractor will submit invoices to the **Fort St. John Child Development Centre**,
- For payment to be made, the Fort St. John Child Development Centre must be satisfied with the standard of work completed in keeping with the terms of this Agreement.
- See Schedule A for details

11) Reports

The contractor will provide an interim status update and a summary report to the Children First Coordinator and the Fort St. John Child Development Centre, documenting the activities, outcomes and issues arising as a result of the contractor's work on Children First as outlined covering the period from (*insert dates*).

12) Miscellaneous

This agreement will be governed by and construed in accordance with the laws of the Province of British Columbia.

Signed on behalf of:

Fort St. John Child Development Centre

(Name of Organization), Contractor

Penny Gagnon, Executive Director

Name, Executive Director

Date: _____

Date: _____

Schedule A

Children First Contractor

Purpose

The contractor is responsible to deliver this Schedule A and will support the work of the Children First initiative.

Reports to:

Penny Gagnon, Executive Director, Fort St. John Child Development Centre.

Responsibilities of Contractor

(Insert a per approved project)

-
-
-
- Promote public awareness of ECD programs and services and importance of the first six years as the most critical period of a child's development.
- Acknowledge Children First support in all communication and promotional materials pertaining to this project.

Project Deliverables for *(Insert dates)*.

(Insert a per approved project)

-
- Provide the community ECD table and Fort St. John Child Development Centre with an interim status update *(insert date)* and a final report (including a financial report) upon completion of the project *(insert date)*
- Promote the Children First initiative within the project

Contract Value:

- The contract will not exceed **\$(insert amount)**. Upon satisfactory report from the -----, payments will be issued as follows:

(insert as appropriate)

PEACE REGION CHILDREN FIRST/SUCCESS BY 6 APPLICATION FORM FOR PROJECT FUNDING

Submission Deadline: May 30, 2014

Supporting Children 0-6 and Their Families and
Caregivers
Community ECD Organizations



SECTION 1: APPLICANT INFORMATION

Organization Name:	Hudson's Hope Playschool
Charitable Registration #:	N/A
BC Society #:	S15570
Mailing Address:	Box 611

Contact Name:	Karen Kehl
Title:	Chairman of ECD Community
Phone #:	250-783-5290
Email:	karen_kehl@shaw.ca

Conditions of Funding

- 1) **All recipients of funding must sign a Contractual Agreement with the following conditions:**
 - a) The funds will only be used for the initiative as approved by the Funding Advisory Committee
 - b) Approval from the Fort St. John Child Development Centre Executive Director and **the** Funding Advisory Committee is required prior to any funding or operational changes to the original agreement.
 - c) The initiative will be completed within the dates specified in the contractual agreement with the Fort St. John Child Development Centre.
 - d) An interim status update will be presented to the local community ECD planning table.
 - e) A final report (including a financial report) will be submitted to the Children First coordinator and the Fort St. John Child Development Centre upon completion of the initiative.
 - f) Make Children First support as appropriate will be acknowledged in all communication and promotional materials pertaining to this initiative.
- 2) **Your application must be typed. It should not exceed 5 legal-sized pages (excluding the budget pages).**
 - 1) **Please ensure the ECD Coordinator receives your application before 5:00 P.M. by the following deadline: May 30th. Electronic applications are preferred.**

SECTION 2: SUMMARY OF INITIATIVE

Total Amount Requested	\$ 3700
-------------------------------	----------------

Have you previously applied to Children First/Success by 6 for funding? Yes No
 If Yes:

Project Title(s):	<i>(List all projects, year funded, and \$ amount)</i>
Fiscal Year Funded:	• Title, Year, \$ Amount
Total Amount Received:	2008-Library Children’s Programming; Theme book bags 2009-Library theme boxes; Playschool computer 2010-Family Fun Events 2011-Family Fun Events; HH School Library theme boxes (\$7750) 2012-Family Fun Events; Make-n-take nights (\$ 3700) 2013-Families in Motion; New resident health packages (\$3700)

Title:	Families in Motion
Start Date-End Date:	October 2014-May 2015
Total Budget for Project:	\$ 3700

Brief Project Description:

1. Families in Motion: To coordinate monthly Gym nights during the winter months where families can meet to participate in parent-led gross motor activities. This will allow parents and children aged 0-6 together to meet and connect in a warmer environment. We would like to partner with existing community organizations within Hudson’s Hope to help organize and foster community partnerships (DOHH; Strong Start; HH School; HH Fire Department; HH Playschool; TACSOTE; HH Figure Skating club; HHMHA; Girl Guides)
2. Hire a coordinator to organize and promote the 8 events (October-May). This coordinator would also work in advertising the FSJ Preschool Health Round Up, FSJ Annual Parent Conference.
3. Build “New Parent Package” with contact numbers of: local health related resources and schedules; community clubs and organizations; and quick reference material. The community Health Nurse will then distribute the “New Parent Package” at immunization appointments and HH Health Centre.

SECTION 3: WORKPLAN

<p>Objectives Statements of what will be achieved through the initiative. They should be specific, measurable and attainable and should demonstrate the difference your project will have on the community it will serve. Use more rows if required.</p>	<p>Activity Plan Please provide a detailed list of action steps to meet each objective during the life of the initiative.</p>	<p>Timeline Please indicate a timeline to meet each objective.</p>	<p>Anticipated Results or Outcomes for Each Objective</p>
<p>Families in Motion (8 events)</p>	<ol style="list-style-type: none"> Hire a coordinator Contact and coordinate local community organizations to give back to the community by helping to organize activities for the Families in Motion events Budget and promote the event through advertising: Family First Website; CCRR; HHPSA; Community Bulletin; HH School Nest News; Local posters, and Early Learning Website. Organize volunteers; set up and clean up of events. 	<p>October 2014-May 2015</p>	<p>Hoping to encourage families and community organizations to connect during the winter months and work together to help the children 0-6 in our community grow.</p>
<p>New Parent Package</p>	<ol style="list-style-type: none"> Collect material of Hudson's Hope health services and schedules; clubs and organization contacts; quick reference telephone numbers; etc. Collect material of Chetwynd and Fort St. John health services, and schedules etc. Give to Debbie Strom to copy and distribute at Immunization and flu clinics Put together a few key items "parent tool kit" to help welcome their new baby, and free passes to help them connect with other parents at community events/services. (example: free swim pass for mommy and tot swim) 	<p>Completed: May 2015</p>	<p>Hoping to have new parents feel more connected to the services offered in Hudson's Hope and neighbouring communities of Chetwynd and Fort St. John.</p>

SECTION 4: ADDITIONAL KEY FACTORS THAT WILL FORM THE BASIS OF PROJECT ASSESSMENT AND APPROVAL:

4.1 BACKGROUND:

Brief history and purpose of your organization:

The Hudson's Hope Playschool was first established as a Mom and Tot Drop in Society in a family home in 1973. It was a place where parents and children gathered to network and feel connected to the community of Hudson's Hope. By 1975, the number of families with young children grew, and the Mom and Tot Drop in Society moved to a building where the General Store is now located. As families began connecting with one another, the families felt that a more permanent structure and routine was needed for preschool aged children of Hudson's Hope. The HH Playschool was formed in 1978, and moved to its current location at 10112 Macintosh Cres. The HH Playschool became a non-profit society in 1980, and has been serving preschool aged children and their families ever since. We renovated our space in 2010 in our first step to be more energy efficient. We implemented play-based full day Kindergarten readiness programs in 2010 to prepare for Full day Kindergarten. We have grown and now serve 21 families 5 days a week. We run as a Preschool Daycare, and offer ½ day and full day programming.

4.2 SERVICE AREA:

Hudson's Hope is the community it will serve. (This includes the town of Hudson's Hope, Beryl Prairie and the surrounding areas spanning up to Half Way Creek.) This project will affect approximately 35 families (approximately 75-80 children).

4.3 INCREASED ACCESSIBILITY/NEW SERVICE/ENHANCEMENT:

- a) Our project will create a new service during the winter months, for families to connect, and play with their children. It will allow partnerships of existing organizations within the community to come together and focus on the health, welfare, and early development of families with 0-6 aged children.
- b) Many of the partnerships within the community will have a direct impact on children of this age group. The HH Playschool, Strong start, figure skating, HHMHA (to name a few) all have current programs being offered for children ages 0-6. My hope is to increase awareness of how families can get involved in the community, and community organizations can partner to work together to support each other's programs.
- c) Bringing families together in a safe, play-based environment will allow parents to connect with each other. During these connections, parents will have the opportunity to share information, and milestones of their children. The "New parent package" will also allow parents key development information so parents have the tools to identify gaps, or increase awareness of early identification and screening practices for children ages 0-6.

4.4 PARTNERSHIPS/COLLABORATION:

We will continue to facilitate a partnership with the DOHH (District of Hudson's Hope) to coordinate Families in Motion Events with other District events involving older age groups. The HH School will be donating the use of their gym and other facilities. The SD#60 will be helping to facilitate the transport of materials from the CCRR. The CCRR will continue to host Make and Take Nights for ECE educators through a volunteer coordinator in HH to ensure that our professionals here have Professional development, and networking opportunities. The Girl Guides and Playschool will partner to help promote and volunteer during Families in Motion Events. The Fire, Police and Ambulance will partner during some Families in Motion Events.

We hope to continue some partnerships with other clubs and organizations (Hockey, Figure Skating, Karate etc.)

4.5 SUSTAINABILITY:

What other strategies are you considering to secure funding beyond Children First/Success by 6?

Families in Motion Events have been successful in networking families, community organizations, and allowing families to access to new resources. We would like to continue this initiative. By offering 8 this year. We would like to apply for Children's First funding to maintain the program, and/ or apply for corporate funding to continue the programming in the event that Children's First Dollars are unavailable

If the project is ongoing, what plans have you considered beyond the funding received from Children First/Success by 6 to sustain it?

We will look into corporate funding to help sustain it.

4.6 PROMOTION AND AWARENESS:

Please describe how Children First/Success by 6 will be recognized for its contribution to this activity or event. List all advertising (ie. logo placement , promotional materials, advertising and signage)

The project will help promote the services, clubs and organizations offered in the community of Hudson's Hope and surrounding communities. It will give families an opportunity to get out of their homes during the cold winter months, and connect with other children the same age. Children will benefit from the social interaction, and parents will benefit from the networking with other parents.

4.7 EVALUATION:

How does the research and/or evidence-based information support the need for this program?

We will continue our round table meetings here in Hudson's Hope to help facilitate the design and implementation of the project. We will meet in May 2014 with the partnering organizations to discuss whether this project was a success

What methods will be used to evaluate the project and outcomes? (ie. satisfaction survey, client feedback, anecdotal testimonials) You will be required to provide results in the interim and final report.

We will receive client feedback, and host 2 ECD Community Committee meetings to evaluate the continued success of the program.

SECTION 5: BUDGET INFORMATION

Annual overall project budget:

PROJECT BUDGET

ITEM	Revenue		ITEM	Expenditures				TOTAL
	AMOUNT	INFO.		Children First Success By 6@ \$	Your Organization's \$	Additional Revenue Source \$		
Funding Request	\$3700							
Your organization's contribution	0		<u>Families in Motion</u> <u>Salaries & Benefits:</u>					
			Coordinator wage: \$21/h	3 hour events*8 events (\$504)	0	0		\$480
			Coordinator prep: \$21/h	2 hour*8 events (\$336)	0	0		\$320
			Craft/snack	\$150*8 (\$1200)	0	0		\$1200
			Resources/mileage	\$700	0	0		\$700
			New Parent Package	40*20 per kit (\$800)	0	0		\$800
			Printing/Copying					\$100

SECTION 6: SIGNATURE PAGE

Application Submitted by:

KarenKehl
Print Name

Signature

Chairman
Position

June 9th, 2014
Date:

Early Childhood Development Committee



Box 604 Hudson's Hope, BC V0C 1V0 (H) 250-783-5290 (C) 250-783-0569

Karen Kehl
Chairman Early Childhood Development Committee
(H) 250-783-5290 (C) 250-783-0569
karen_kehl@shaw.ca

October 10th, 2014

Greta's Class Act Services
Box 687
Hudson's Hope, BC
V0C 1V0

Dear Greta:

I am pleased to advise that you have been selected for the Temporary position of Families in Motion Coordinator for Hudson's Hope, BC.

Duration

This position is effective October 10th, 2014 until June 30th 2014 unless otherwise terminated or suspended in accordance with the provisions in this agreement.

Description of Programming

This position is for a total of 8 events that focuses on children ages 0-7 and their families. The events will help promote healthy living, early childhood development, and will be key to creating networks for parents to connect with each other and with their children in a safe, and fun way.

Scope of Work

1. To provide 8 events in the community of Hudson's Hope that will focus on healthy living, and healthy play with children ages 0-7, for the period commencing October 1, 2014 and ending April 10, 2015. This agreement does not constitute an on-going contract for services.
2. The Fort St. John Child Development Centre will pay the District of Hudson's Hope (DOHH). DOHH will contract Greta's Class Act Services to perform the Families in Motion Events in the community.
3. To submit receipts, final project report, and financial report to the Chairman of The ECD Committee by **April 30th, 2015**, in accordance with the budget outlined in this agreement. The final report will include an event description, financial breakdown, and proof of budget compliance.
4. It is the responsibility of Greta's Class Act Services to secure liability insurance at their own expense, for the duration of the contract in the amount of \$2 million.
5. To advertise each event as a "Families in Motion" event, sponsored by Success by Six, United Way and Children's First.

Early Childhood Development Committee



Box 604 Hudson's Hope, BC V0C 1V0 (H) 250-783-5290 (C) 250-783-0569

Salary

Salary for this position in \$21.00/hr

Budget

Wages	80 hours @\$21/h	\$1680	Includes planning, set up/clean up, developing and running the 8 events
Supplies	\$200/per event total: 8 events	\$1600	Includes healthy snacks, event supplies
Office/Other		\$220	Expenses, rentals, Advertising, flyers, posters, paper, writing utensils etc.
New parent bags		\$200	Additions to new parent bags

TOTAL BUDGET: \$3700

Mailing Address:

Greta's Class Act Services
 Box 687
 Hudson's Hope, BC. V0C 1V0
 Phone: (H) 250-783-5338 (C) 250-783-0855

Yours Truly,

Karen Kehl
 Chairman of the Early Childhood Committee

I, Greta Goddard, have read this letter and

- agree to accept the position of Families in Motion Coordinator based on the terms and conditions specified.
- withdraw my name from the competition for this position and understand that the position will be offered to another candidate.

 Signature

 Date

CHILDREN FIRST/SUCCESS BY 6 FUNDED PROJECT FINAL REPORT

Supporting Children 0-6 and their Families and Caregivers



Success By 6
Helping all children succeed for life.



Organization Information	
Project Name:	_____
Organization Name:	_____
Address:	_____
Postal Code:	_____
Web Site (if applicable):	_____
Grant received:	_____
Project dates:	_____
Contact :	_____
Position:	_____
Phone:	_____
Fax:	_____
E-Mail:	_____

Project Description:

Please describe ONLY three (3) key activities undertaken and what the outcome and learning was for each.

Key Activities Undertaken	Outcomes	Learnings/Comments

Community Awareness:

How did your project increase the importance of early childhood development and the benefits gained from early intervention (if applicable) and early learning. If you developed any posters, promotion tools, brochures, websites, etc please include them in your final report.

Effectiveness of Early Childhood Development (ECD):

Please describe how your project increased the effectiveness of ECD service delivery through collaboration and partnership.

Planning and Coordination:

Please describe how this project increased your capacity to plan and coordinate initiatives on behalf of children and their families:

Project Deliverables Not Met with Rationale and Future Recommendations:

Please describe anything that was planned that did not happen and why. Also include any future recommendations.

Financial Report:

Please attach financial report.

Contractor Signature: _____

Title: _____

Date: _____

THE DISTRICT OF HUDSON'S HOPE

REPORT TO: Mayor Johansson and Council
DATE: 21 November 2014
FROM: Laurel Grimm, Deputy Clerk
SUBJECT: 2015 Council Meeting Calendar

RECOMMENDATION

THAT: *"Council adopt the attached meeting schedule for the 2015 Regular Council Meeting dates."*

ADMINISTRATOR COMMENTS:



INFORMATION

District of Hudson's Hope Procedure Bylaw No. 765, 2009 states:

12. Notice of Council Meetings

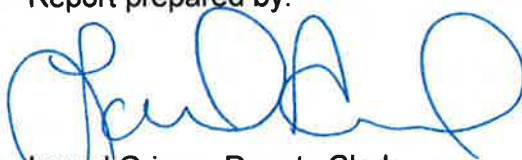
(1) A schedule of the date, time and place of regular Council meetings shall be made available to the public and notice shall be given annually, on or before January 30, of the availability of the schedule in accordance with section 94 of the Community Charter.

I have prepared the attached 2015 schedule of meetings. This calendar takes into consideration all statutory holidays and the UBCM Convention that is typically well-attended by members of Council.

It is up to Council whether you would like to have one meeting a month in the summer as we have done in the past.

Please note that Council is not bound by the calendar and can resolve to add, delete or change any of the meetings dates at any time.

Report prepared by:



Laurel Grimm, Deputy Clerk

Canada - 2015

January						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

July						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	UBCM Vancouver				26	
27	28	29	30			

October						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		



NOTICE OF 2015 REGULAR COUNCIL MEETING SCHEDULE

The following District of Hudson's Hope regular Council meetings are scheduled for 2015 and will be held in the Council Chambers, District Office, at 9904 Dudley Drive, Hudson's Hope. All meetings will commence at 7:00 pm, unless otherwise advertised.

January 12	June 22
January 26	July 13
February 9	July 27
February 23	August 10
March 9	August 24
March 23	September 14
April 13	September 28
April 27	October 13
May 11	October 26
May 25	November 9
June 8	November 23
	December 14

Regular council meetings are posted annually, and agendas are made available prior to each meeting. The powers of the mayor and council are exercised through the adoption of resolutions or the enacting of bylaws at council meetings.

All regular council meetings are open to the public and no person is excluded, except in the case of improper conduct. Members of the public are welcome to attend the open meetings of council.

The rules governing the conduct of the meeting are outlined in the Council Procedures Bylaw and Robert's Rules of Order.

A copy of the schedule will be available at the District of Hudson's Hope, at 9904 Dudley Drive, Hudson's Hope, BC. The Schedule is subject to change; please confirm meetings by contacting the District Office at (250) 783-9901 or by email at district@hudsonshope.ca or visit our website at www.hudsonshope.ca

THE DISTRICT OF HUDSON'S HOPE

REPORT TO: Mayor and Council
DATE: December 1, 2014
FROM: Laurel Grimm, Deputy Clerk
SUBJECT: Communications Expenditure

RECOMMENDATION:

That: "Council approve an expenditure of up to \$2000 to Communications for the purchase of seven mobile devices."

Administrator Comments:

CAO strongly recommends the purchase of the iPhone due to the savings and extra features it provides. Details on the device can be obtained from the Deputy Clerk.



Tom Matus, CAO

INFORMATION

Staff submitted a report to Council at the August 11, 2014 Council meeting regarding purchasing new cell phones that was diarized until after the 2014 Local Government Election. The report and corresponding minutes are attached for reference.

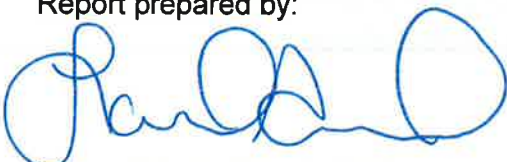
Council's current hardware is out of date and the current three year contract is coming to an end. Numerous Councillors have had reoccurring issues with their cell phones based on the fact they are old and need to be replaced.

We currently only have 5 of the 7 that are still functioning and the remaining 5 have had hardware issues as well.

This is a general operating expense and it is recommended that it be included in the budget every two years as this will be a reoccurring expense.

At this time we are recommending upgrading to the iPhone 6 for \$265 per phone. This will also lower plan costs as we will no longer have to include the enterprise server as an additional cost. Council will gain data and services with the new plan and save money on IT fees that we are consistently incurring with the current phones and software.

Report prepared by:



Laurel Grimm, Deputy Clerk

M2 July 28, 2014 Special Council Meeting Minutes

RESOLUTION NO. 195

M/S Councillors Miller/Bouillon

THAT:

"The minutes of the July 28, 2014 Special Council Meeting be adopted as amended."

CARRIED

6. **BUSINESS ARISING OUT OF THE MINUTES:**

BA1 **UBCM Meeting Dates**

Staff gave a brief update on the booking of meetings with Ministers at UBCM for 2014.

BA2 **Municipal Signage**

Staff is waiting on correspondence from the Ministry of Transportation and Infrastructure before proceeding with any sign orders.

7. **STAFF REPORTS:**

SR1 **Administrator Action Items and Other Updates**

Discussion on Action Items. The Light Industrial Committee is to come back to Council with their recommendations. This should include a 2-phase development proposal and possible reconsideration of placement of buffer zone.

Amendment to the Water Treatment Plant report: should read 10,000 cubic feet.

SR2 **Support Letter to North Peace Economic Development Commission Application to Northern Development Initiative Trust Marketing Initiatives Grant**

RESOLUTION NO. 196

Councillors Heiberg/Bouillon

THAT:

"Council provides a support letter to the North Peace Economic Development Commission for their \$20K Grant request for the North Peace Branding & Marketing Strategy project from the Northern Development Initiatives Grant Fund. Council would like to send a letter of support for the grant but does not support any loan applications."

CARRIED

~~Council would like to request further information on this topic.~~

SR3 **Communications Expenditure**

Council diarize this item to be revisited after the election.

SR4 **NDIT Community Halls and Recreation Facilities**

RESOLUTION NO. 197

Councillors Miller/Heiberg

THAT:

"Council approve a resolution of support for applying to NDIT's Community Halls and Recreation Facilities funding application:

1. Provide a letter confirming this resolution of support
2. That the same letter confirm a financial match of up to \$30,000."

CARRIED

THE DISTRICT OF HUDSON'S HOPE

REPORT TO: Mayor and Council
DATE: July 31, 2014
FROM: Laurel Grimm, Deputy Clerk
SUBJECT: Communications Expenditure

RECOMMENDATION:

That: "Council approve an expenditure of up to \$2000 to Communications for the purchase of seven mobile devices."

Administrator Comments:

Due to the problems some Councillors are having with their cell phones staff recommends upgrading to more functional and ease of use cell phones. It looks like our IT consultants (IT Partners) lean to the iPhone due to its "ease of use". Staff awaits direction from Council on this matter.

Tom Matus, CAO

INFORMATION

Council has had their current blackberries for 26 months. Numerous issues are arising including battery and device failures. Staff is recommending that all the cell phones are updated prior to the 2014 Local Government Election.

Based on Council's needs we could go in two different directions and look at upgrading to the newest blackberry Z30 or switching operating systems to the iphone 5S.

The hardware would be purchased with a 2-year contract agreement.

Hardware Specs:



iPhone 5s 16GB



BlackBerry Z30

Price	\$230.00 + \$45.83 (hardware upgrade)	\$130.00 + \$45.83 (hardware upgrade)
Product Description	iPhone 5s, Apple EarPods with Remote and Mic, Lightning to USB Cable, USB Power Adapter, Documentation	BlackBerry® Z30, Stereo headset, AC charger, Rechargeable battery, USB sync and charging cable
Operating System	iOS	BlackBerry 10
Screen	4-inch (diagonal) Multi-Touch Retina display	5" 1280 x 720 pixel touchscreen
Camera	8-megapixel iSight camera for photos and 1080p HD video recording FaceTime HD camera for video calls	Rear: 8MP rear facing Front: 2MP front facing
Network Speeds	Up to 75 Mbps download speeds (expected average is 12-25 Mbps).	Up to 75 Mbps download speeds (expected average is 12-25 Mbps)
Processor	A7 with 64-bit architecture and M7 coprocessor	Qualcomm MSM8960T Pro 1.7 GHz Dual Core
Battery	Built-in rechargeable lithium-ion battery	2880 mAh Lithium-ion, non-removable
Talk/Standby time	8hrs / 250hrs	18hrs / 384hrs
Internal Memory	16 GB	16 GB
Expandable Memory	None	Up to 64 GB
Weight/Dimensions	112 Grams	170 Grams
Networks	4G LTE : 700MHz (Band 17) / AWS (Band 4) 4G (UMTS/HSPA/HSPA+/DC-HSDPA): 850MHz / 900 MHz / 1800MHz / 1900MHz / 2100MHz 2.5G (GSM/EDGE): 850MHz / 900MHz / 1800MHz / 1900MHz	4G LTE : 850MHz (Band 5) / AWS (Band 4) / 2600MHz (Band 7) 4G (HSPA): 2100MHz (Band I) / 1900MHz (Band II) / AWS (Band IV) / 850MHz (Band V) 2.5G (GSM): 850MHz / 900MHz / 1800MHz / 1900MHz

Notes from IT:

Blackberry –

Pros: Great Canadian owned company.

For the basics (email, txt and calling) it works fine.

Cons: Platform costs more for developers to develop on – thus not as many apps are created for it.

Note: Just like Nortel this platform could become obsolete and support could become costly.

iPhone -

Pros: High adoption rate among developers – more apps created.

Ease of use – it just works

Great built in Camera (municipal use could be used for documentation of work, accident or issue)

Cons: Recommend having a cover.

Note: Do not recommend jail breaking phone.

Android –

Pros: High adoption rate among developers – least costly to develop applications for

Cons: Lots of hackers write code to hijack these phones.

Note: Do not recommend hacking phone and gaining root access.

Four (technical information notes) TINs for you

Antivirus – Recommended and we can add this for you and control it from the same screen we do your computers.

Security – We can remotely wipe these phones from the exchange server and ensure that the phones have a lock code on the screen.

Emergency issues - Did you know that during an emergency cellphone towers can become overloaded? To avoid this situation and have your emergency personnel more likely to get through using their cellphones talk with your cellphone provider about 'next in que'(aka priority) cellphone plans. I would recommend this for your fire chiefs, boards members and directors.

Remote areas and mountains – Emergency vehicles I would recommend installing cellular boosters. We did in one of our remote Municipalities and they were able to drive through Grande Cache and had Cellular connectivity the majority of the time compared to only 30 percent with just a phone.

Blackberry Enterprise Server (BES) – You currently have this installed. Removing it would reduce the space needed and improve your resource utilization slightly

If Council agrees with the recommendation Staff will order the new devices based on Council direction. All current devices will need to be handed in and they will be wiped when the new ones arrive.

Report prepared by:

Laurel Grimm, Deputy Clerk

THE DISTRICT OF HUDSON'S HOPE

REPORT TO: Mayor Johansson and Council
DATE: 03 December 2014
FROM: Laurel Grimm, Deputy Clerk
SUBJECT: Municipal Signage Update

RECOMMENDATION
FOR INFORMATION

ADMINISTRATOR COMMENTS:



Tom Matus, CAO

INFORMATION

Council approved \$ 123,287.15 for updating the Municipal Signage as per Estimate No. 161 from Creative Signworks. The total budget for Municipal Signage for 2014 is \$134,908.00.

Installation costs have ended up being higher than originally estimated due to travel costs for equipment and the number of days needed to complete the project.

Council has also added a number of items that were not included in the original quote from Signworks. This includes the Fire Hall Signs, the Logo Mesh at the Arena and the framing of the Welcome Sign, however; we would have been well within budget for all items if these additional installation costs did not arise higher than originally quoted.

Total completed works this year for Signage/Rebranding (minus the installation of the directional signage and kiosk adjustment) is under budget at \$124,178.43.

The Contractors have strongly suggested that the Directional Signs and the adjustment to the Kiosk be postponed until the spring as the possible additional fees for installation due to the frozen ground could be expensive with no guarantee that they would even be able to install them yet we would still be charged equipment and travel expenses. This would also put us over budget this year. We can budget for these additional installation costs in 2015 which would be allowable expenses within the Economic Development Capacity Building Fund grant.

The Welcome Signs and the Destination Signs will be installed this year as they can be completed without breaking ground. The Destination signs are in the final design stages and just need to be inserted into the frames.

All the completed Directional Signs will be delivered to the Municipality and stored here for the winter.

Installation costs for the Directional Signs and to raise the Kiosk on Arena Road has been quoted as follows for spring 2015:

Installation of Directionals (Invoice No.867)	\$10,931.20
Adjustment to Kiosk (Invoice No. 871)	\$ 4,760.00

If Council wishes to view any of the corresponding invoices they are available at the office. It is very unfortunate that we were not able to complete the entire project this year due to weather. Now that we are more aware as to some of the conditions and terms around installation etc. we can anticipate less challenges going into Phase 2.

Report Prepared By:



Laurel Grimm, Deputy Clerk

2014 Signage Budget	\$	129,700.00
Additions to Budget	\$	5,208.00
Total Approved Budget	\$	134,908.00

Quote Signage Estimate	\$	123,287.15
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Completed Works

Invoice No. 1254	\$	1,232.00
Invoice No. 1079	\$	4,312.00
Invoice No. 1336	\$	5,577.60
Invoice No. 1337	\$	6,361.60
Invoice No. 1334	\$	7,392.00
Invoice No. 916	\$	67,165.28
Invoice No. 1358	\$	11,686.75
	\$	<u>103,727.23</u> A

Additions to Original Quote

Estimate No. 690	\$	5,208.00
	\$	<u>5,208.00</u> A

Total Complete to date 2014	\$	108,935.23
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Not Complete

Invoice No. 747	\$	15,243.20 A
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2014 Expected Total Complete:	\$	<u>124,178.43</u> A
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Deferred to 2015

Invoice No. 867	\$	10,931.20
Invoice No. 871	\$	4,760.00
	\$	<u>15,691.20</u> B

2014/15 Total Project Cost	\$	<u>139,869.63</u> A+B
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Total as per 2014 Budget	\$	134,908.00
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Over budget amount to budget for in 2015	\$	4,961.63
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THE DISTRICT OF HUDSON'S HOPE

REPORT TO: Mayor and Council
SUBJECT: Response Guide to FOI Requests Policy
DATE: November 20, 2014
FROM: Laurel Grimm, Deputy Clerk

RECOMMENDATION:

That: *"Council adopt the Response Guide to Freedom of Information Requests Policy."*

ADMINISTRATOR COMMENTS:



Tom Matus, CAO

BACKGROUND:

I attended a three day workshop in October regarding managing privacy for FOIPPA compliance, FOIPPA fundamentals and BC Access to Information Requests. The workshop, among many things, was educational, informative and eye opening.

British Columbia is governed under the Freedom of Information and Protection of Privacy Act which legislates two things 1. How individuals access information and 2. How personal information is protected.

I have drafted a basic guidelines for use within the Municipal Office for employees when dealing with informal and formal requests for information. It is common and a recommended practice that Municipalities have some basic policies in place regarding access requests and protection of privacy.

Report Prepared By:



Laurel Grimm, Deputy Clerk



Response Guide to Freedom of Information (FOI) Requests

Council Resolution No.

Effective Date:

Section: Administration

Purpose:

Members of the public may request to see public records. It's important to know which records are readily available to them and which are not. This practices transparency in local government operations, ensures a smooth process for satisfying formal FOI requests (when criteria is met) and most importantly protects personal information.

What is "Personal Information?"

- Any information that can identify an individual. This includes but is not limited to:
- Contact; email; race; ethnicity; sex or sexual orientation; marital or family status; age; identifying number (anything on a card); health history; education; finances; employment; opinions of/on the individual (but not who said it); images (i.e. surveillance); eligibility for benefits

What is a "Record?"

- RECORDS are any recorded information regardless of whether it is printed on paper or available in digital form
- that can be recovered, reproduced, and accessed.
- "Includes books, documents, maps, drawings, photographs, letters, vouchers, papers and any other thing on which information is recorded or stored by any means whether graphic, electronic, mechanical or otherwise." - FOIPPA, Interpretation Act

Personal Information CAN be disclosed for the following reasons:

- The individual the information is about has consented in writing
- The purpose of complying with a law of BC or Canada
- The purpose of complying with a subpoena, warrant, or court order
- To assist a public body or a law enforcement agency in Canada in a law enforcement matter
- It is necessary for the performance of an officer or employee of the public body in their duties or safety ("need-to-know") principles
- For research, statistical, archival, or historical purposes

Personal Information CANNOT be disclosed for:

- General interest (public interest, however, must be specific and defined)
- Disputes or quarrels

Applicants can be required to pay a fee for the following services:

- Locating, retrieving, and producing the record
- Preparing the record for disclosure
- Shipping and handling the record
- Providing a copy of the record

Applicants are NOT required to pay for:

- The first three hours locating and retrieving the record
- Time spent severing information from a record (cover or blackout sections of personal information)

Advice/Tips:

- If information is not needed or will not be used for a specific purpose, do not collect it!
- Fees are not to be considered a barrier to access
- If it's recorded (written, digital, photograph), it's subject to FOI. This includes files brought home (i.e. flash drives)
- Records created or received by employees belong to the DOHH
- When records are requested, they are subject to a "legal hold", even if they are planned for disposition. This means they cannot be destroyed until after the FOI request is satisfied

Routine Requests

The following is a list of the most commonly requested records that should be made easily available to the public:

- Annual municipal reports
- Brochures
- Budgets (operating or capital)
- Building permits (But not the application and supporting materials)
- Building Plans (Exterior views and site plans only)
- Business Licenses (but not personal information)
- All bylaws and proposed bylaws given first reading
- Complaints (but not the identity of complainant)
- Council agendas and minutes (Except in-camera meetings)
- Council Committee agendas and minutes (Except in-camera meetings. This also applies to other committees or bodies that exercise the powers of a municipality or council)
- Council remuneration, expenses and contracts reports
- Financial disclosure forms
- Gift disclosure statements
- Licenses (Except personal information supplied in support of the application)
- Maps
- Policies/Manuals
- Official Community Plans
- Permits (Except personal information supplied in support of the application)

Information Requests (available, but...)

These records usually are not readily available, but may not necessarily require an FOI request.

- Assessment and Property Tax Rolls – These can be obtained through BC OnLine or by contacting the Land Title Office
- Contracts and Agreements – Some contracts are available to the public. However, care must be taken so not to reveal trade secrets, proprietary information, or that which could harm the business interests of a third party. Consult with FOI coordinator beforehand.
- Employee Files - employees are entitled to view their own file, but must request so in advance. Employees can view comments made about them, but not the identity of the person who made them. Public requests for salary information can be responded with the salary range of an employee, unless given expressed permission by the employee first
- Petitions – individuals completing these normally expect they will be used for discussion purposes and that it will be part of District discussions. If a petition is not discussed in an open meeting, requests for copies of the petition must be in writing and forwarded to the FOI coordinator for response
- Property Files (Only to registered owners or those with written permission from registered owners. Otherwise, treated as formal FOI request)
- Public Hearing agendas and minutes
- Records published to the City's website
- Staff reports supporting items on Council agendas (Except closed meetings)
- Statistical Information
- Surveys - of the public
- Tenders (except information regarding unit pricing, employment histories and other confidential third party business information)
- Traffic counts

This is only a guide. When in doubt, consult:

- the Freedom of Information and Protection of Privacy Act
- Section 97 of the Community Charter

Formal FOI Requests

- These are considered a “last resort” option. Any FOI requests are to be directed to the FOI Coordinator and can include the following:
- Land Appraisals
- Fire Incident Reports (only after investigations are completed)
- Invoices from Lawyers
- Motor Vehicle Accidents
- RCMP Investigations (The District does not have jurisdiction over RCMP records and cannot transfer a request of them. Requests must be directed to the RCMP, subject to the federal *Access of Information Act* and federal *Privacy Act*)
- Surveys – Site Survey Certificates (must be stamped with appropriate “Copyright Act Information” stamp)
- Video surveillance (only viewable by authorized staff and to be disclosed to RCMP with written request)
- WorkSafeBC Investigations

Keep in mind:

- FOI processes are *very* time consuming
- FOI requests require a response within 30 days (does not include Saturdays or holidays). You can extend the deadline an additional 30 days, but conditions apply – see Section 10(1)(b) of the Freedom of Information and Protection of Privacy Act.
- FOI requests must be in writing, even if requested by public bodies (i.e. RCMP). There are forms available, but these can also be letters, faxes, or emails
- Just because a request is written does *not* make it formal. If information is routinely available, staff should be able to provide it.
- Formal requests are to be directed to the FOI coordinator for assistance *as soon* as they are received (short response time frame). Where possible though, staff should help prepare written requests. Having an applicant define their request as specifically as possible may not only satisfy their request, it will make records easier to find.

Schedule of Maximum Fees

These fees and amounts are in accordance with the B.C. Reg. 155/2012

Item	Description of Services	Management Fees
1	For applicants other than commercial applicants:	
	(a) for locating and retrieving a record	\$7.50 per 1/4 hour after the first 3 hours
	(b) for producing a record manually	\$7.50 per 1/4 hour
	(c) for producing a record from a machine readable record from a server or computer	\$7.50 per 1/4 hour for developing a computer program to produce the record
	(d) for preparing a record for disclosure and handling a record	\$7.50 per 1/4 hour
	(e) for shipping copies	actual costs of shipping method chosen by applicant
	(f) for copying records	
	(i) floppy disks	\$2 per disk
	(ii) CDs and DVDs, recordable or rewritable	\$4 per disk
	(iii) computer tapes	\$40 per tape, up to 2 400 feet
	(iv) microfiche	\$3 per fiche
	(v) microfilm duplication	\$25 per roll for 16 mm microfilm, \$40 per roll for 35 mm microfilm
	(vi) microfiche or microfilm to paper duplication	\$0.50 per page (8.5" x 11")
	(vii) photographs, colour or black and white	\$5 to produce a negative
		\$12 each for 16" x 20" photograph
	\$9 each for 11" x 14" photograph	
	\$4 each for 8" x 10" photograph	
	\$3 each for 5" x 7" photograph	
	(viii) photographic print of textual, graphic or cartographic record, black and white	\$12.50 each (8" x 10")
	(ix) dot matrix, ink jet, laser print or photocopy, black and white	\$0.25 per page (8.5" x 11", 8.5" x 14" or 11" x 17")
	(x) dot matrix, ink jet, laser print or photocopy, colour	\$1.65 per page (8.5" x 11", 8.5" x 14" or 11" x 17")
	(xi) scanned electronic copy of a paper record	\$0.10 per page
	(xii) photomechanical reproduction of 105 mm cartographic record/plan	\$3 each
	(xiii) slide duplication	\$0.95 each
	(xiv) audio cassette tape (90 minutes or fewer) duplication	\$5 per cassette plus \$7 per 1/4 hour of recording
	(xv) video cassette recorder (VHS) tape (120 minutes or fewer) duplication	\$5 per cassette plus \$7 per 1/4 hour of recording
2	For commercial applicants for each service listed in Item 1	the actual cost to the public body of providing that service

THE DISTRICT OF HUDSON'S HOPE

REPORT TO: Mayor Johansson and Council
DATE: 03 December 2014
FROM: Laurel Grimm, Deputy Clerk
SUBJECT: Committee and Board Appointments

RECOMMENDATION

That: *"Council appoint Mayor Johansson as the Director and Councillor _____ as the alternate Director for the Peace River Regional District Board."*

ADMINISTRATOR COMMENTS:



Tom Matus, CAO

COMMENTS:

After taking oaths of office the newly elected Council must authorize board appointments. The attached is the current list of Committees and their corresponding representatives. Each Committee should be reviewed and new appointments made where necessary.

It has been mentioned that Council used to have a Public Works Committee. Something Council may wish to consider.

LEGISLATION:

Division 4 — Committees, Commissions and Other Bodies

Standing committees of council

- 141** (1) The mayor must establish standing committees for matters the mayor considers would be better dealt with by committee and must appoint persons to those committees.
(2) At least half of the members of a standing committee must be council members.

(3) Subject to subsection (2), persons who are not council members may be appointed to a standing committee.

Select committees of council

- 142** (1) A council may establish and appoint a select committee to consider or inquire into any matter and to report its findings and opinion to the council.
(2) At least one member of a select committee must be a council member.
(3) Subject to subsection (2), persons who are not council members may be appointed to a select committee.

Municipal commissions

- 143** (1) A council may establish and appoint a commission to do one or more of the following:
- (a) operate services;
 - (b) undertake operation and enforcement in relation to the council's exercise of its authority to regulate, prohibit and impose requirements;
 - (c) manage property and licences held by the municipality.
- (2) [Repealed 2012-29-50.]

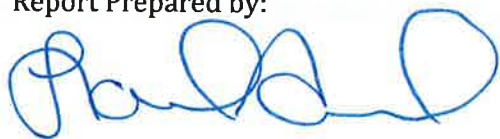
Authority to rescind appointment

- 144** The authority to appoint under this Division includes the authority to rescind the appointment at any time and appoint another person in place of the person whose appointment was rescinded.

Application of procedure rules to other bodies

- 145** (1) Subject to subsection (2), the rules established by procedure bylaw respecting the taking of minutes at council committee meetings apply to meetings of other bodies referred to in section 93 [*application of open meeting rules to other bodies*].
(2) The rules referred to in subsection (1) do not apply
- (a) if a procedure bylaw provides for other procedures for the taking of minutes by one or more bodies referred to in that subsection,
 - (b) if the body is exempted by regulation, or
 - (c) to the extent they are modified by regulation.

Report Prepared by:



Laurel Grimm, Deputy Clerk

INFORMATION

Standing Committees:

Hudson’s Hope Library..... Councillor Kelly Miller
Hudson’s Hope Historical Society..... Councillor Kelly Miller
Medical Services Working Group..... Mayor Johansson, Councillor Gilliss, Councillor Miller
North Peace Airport Society.....Chair: Councillor Gilliss, Councillor Brown
North Peace Economic Development..... Councillor Gilliss, Councillor Brown
Northern Development Initiative Trust..... Councillor Quibell, Councillor Bouillon
Hudson’s Hope Housing Society.....Councillor Brown. Councillor Heiberg, Councillor Quibell
Environmental Assessments (General).....Councillor Bouillon, Councillor Heiberg
Municipal Emergency Committee..... Councillor Quibell, Councillor Miller
Recreation & Tourism..... Councillor Heiberg, Councillor Miller, Councillor Gilliss
RLGC..... Councillor Heiberg
Industrial Land Use Committee.....Councillor Brown, Councillor Heiberg (Public: Robert Bach)
Inventory Donations (SWAG).....Councillor Miller
Council Remuneration..... Councillor Bouillon (Public: Robert Bach, Bill Lindsay)
Personnel Committee..... Mayor Johansson, Councillor Gilliss, Councillor Heiberg
Signage Committee..... Councillor Miller (Staff: Laurel Grimm)
Site “C” Negotiations..... Chair: Councillor Heiberg

Select Committees:

Sustainable Community Development..... Mayor Johansson, Councillor Bouillon
(Public: Caitlin Vince, Mike Mant & Doug
Summer)
Alaska Highway Community Society.....Councillor Miller (Public: Darryl Johnson)

THE DISTRICT OF HUDSON'S HOPE

REPORT TO: Mayor and Council

DATE: December 4, 2014

FROM: Laurel Grimm, Deputy Clerk

SUBJECT: Use of Personal Email Accounts for Public Business

RECOMMENDATION:

FOR INFORMATION

A handwritten signature in black ink, appearing to be 'L. Grimm', is written over the recommendation text.



OFFICE OF THE
INFORMATION & PRIVACY
COMMISSIONER
for British Columbia

Protecting privacy. Promoting transparency

USE OF PERSONAL EMAIL ACCOUNTS FOR PUBLIC BUSINESS

INTRODUCTION

This document explains the implications under the *Freedom of Information and Protection of Privacy Act* (“FIPPA”) for use of personal email accounts for work purposes by employees of public bodies. It conveys two key messages. First, FIPPA applies to the use of personal email accounts for work purposes. Second, public bodies should not, for FIPPA purposes, allow the use of personal email accounts for work.

APPLICATION OF FIPPA TO PERSONAL EMAIL ACCOUNTS

FIPPA applies to all records in the custody or under the control of a public body. Email are records under FIPPA.¹ Records are in the custody of a public body if it has “charge and control” of the records, “including some legal responsibility for their safekeeping, care, protection or preservation.”² While the public body would have custody of email residing on its server, it would not have custody for personal email residing elsewhere. The issue in such cases would be whether personal email is under the control of a public body.

The Supreme Court of Canada has said that where a record is not in the physical possession of a government institution, it will still be under its control if these two questions are answered in the affirmative:

The use of personal email accounts for work purposes can give the perception that public body employees are seeking to evade the freedom of information process.

¹ See s. 3(1) of FIPPA.

² See para. 23 of Order 02-30, [2002] B.C.I.P.C.D. No. 30 and p. 9 of Order No. 308-1999, [1999] B.C.I.P.C.D. No. 21.

- (1) Do the contents of the document relate to a departmental matter?
- (2) Could the government institution reasonably expect to obtain a copy of the document upon request?³

The facts of each case will determine whether personal email are under the control of a public body. As a general rule, any email that an employee sends or receives as part of her or his employment duties will be a record under the public body's control, even if a personal account is used.

ADEQUATE SEARCH (S. 6(1) OF FIPPA)

FIPPA requires public bodies to make every reasonable effort to assist applicants and to respond without delay to each applicant openly, accurately and completely. This includes a duty to perform an adequate search for records that respond to an access request.

A public body must be able to prove that its search efforts have been thorough and comprehensive and that it has explored all reasonable avenues to locate records.⁴ The Information and Privacy Commissioner has the authority to compel the production of records in the custody or under the control of a person⁵, including those in personal email accounts.

The use of personal email accounts by employees does not remove or reduce the duty of a public body to search for records and produce those that are responsive to an access request.

The use of personal email accounts does not relieve public bodies of their duty to comprehensively search for requested records and to produce them. While nothing in FIPPA directly prohibits public body employees from using personal email accounts, doing so may make it more difficult for their employer to search for records. Employees may be unwilling to produce records from their personal account or to allow access to their accounts for that purpose.

To address this risk, public bodies should create policy on the use of personal email accounts for work purposes. A preferred solution is for public bodies to require the use of its email system for work purposes. If that is truly not practicable, the policy should be that employees must copy their work email account on any work-related email they send from a personal account.⁶ This policy should be part of each employee's conditions of employment.

³ See *Canada (Information Commissioner) v. Canada (Minister of National Defence)*, 2011 SCC 25.

⁴ See, for example, Order F07-12, [2007] B.C.I.P.C.D. No. 17, Order 00-32, [2000] B.C.I.P.C.D. No. 35 and Order 00-26, [2000] B.C.I.P.C.D. No. 29.

⁵ See s. 44(1)(b) of FIPPA.

⁶ This policy should also apply where there is a ban on use of personal email accounts for work purposes, to deal with cases where an employee failed to comply with the policy and possesses personal email that might be responsive to an access to information request.

REASONABLE SECURITY MEASURES (s. 30 of FIPPA)

Another risk relates to security of personal information. FIPPA requires public bodies to take reasonable security measures to guard against unauthorized access, collection, use, disclosure or disposal of personal information. A personal email account, which is often web-based, is much less likely to comply with this requirement than a public body's email system. First, the terms of service for personal accounts may allow third-party access to content in a way that is in contravention of FIPPA. Second, security features for webmail services may not be adequate for FIPPA purposes. Any public body that allows use of personal email accounts to send or receive personal information is therefore risking non-compliance with FIPPA.

Storage and Access must be in Canada (s. 30.1 of FIPPA)

Although there are exceptions, including consent by affected individuals,⁷ FIPPA requires public bodies to store and access personal information only in Canada. Public bodies have to assume that webmail resides on servers outside Canada, at least some of the time. This presents a serious risk of non-compliance for public bodies that allow use of personal email that contains personal information.

Disclosure Outside of Canada (s. 33.1 of FIPPA)

FIPPA prohibits the disclosure of personal information outside of Canada unless authorised by s. 33.1. The use of a webmail service that has servers outside of Canada will almost certainly result in public bodies disclosing personal information outside of Canada. Unless s. 33.1 authorizes the disclosure, use of webmail to send or receive personal information would violate FIPPA.

RESPONSIBLE INFORMATION MANAGEMENT

The citizens of British Columbia expect accountability from public bodies in their actions as well as their information practices. One important way for public bodies to demonstrate this accountability is to create an accurate record of actions in a manner that preserves records of enduring value. When employees of public bodies conduct business through their personal email accounts, accountability is easily lost.

⁷ See s. 11(2)(b) of the Freedom of Information and Protection of Privacy Regulation. The rules for obtaining consent mean that public bodies will rarely be authorized to use personal email accounts.

CONCLUSION

FIPPA applies to work-related email sent to or received from the personal email accounts of public body employees. This document shows how use of personal email accounts for work purposes presents several challenges for public bodies under FIPPA. As indicated above, for FIPPA purposes, public bodies should not allow use of personal email accounts to conduct public business. They should ensure that clear policy is in place in this area and that all employees agree to comply with the policy.

If you have any questions about this document, please contact us at:

Office of the Information and Privacy Commissioner for BC

Tel: (250) 387-5629 (in Vancouver call (604) 660-2421)

Elsewhere in BC call 1-800-663-7867

Email: info@oipc.bc.ca

Intern Update, 12/08/14 – Devon

Ongoing/Current/Work has begun	
Project	Status
Community Hall	<ul style="list-style-type: none"> • Awaiting NDIT funding • TransCanada has contacted me regarding interest in investing in the community hall. Waiting to hear back with details • <i>Still</i> waiting to hear from Enabling Accessibility Grant – Nov. 1 • BC Hydro Energy Efficient Lighting Design funding – not applicable for project rebate, but <i>product</i> rebate. Paul Lythall is looking into the application • Progress Energy has graciously donated \$5000. Checks in the mail!
Community Recreation Program	<ul style="list-style-type: none"> • Final report postponed until project can meet contractual obligations
Interpretive Signage	<ul style="list-style-type: none"> • Signage write-ups have been drafted. Awaiting review.
Election Official Remuneration Policy	<ul style="list-style-type: none"> • In review
GeoTourism Project	<ul style="list-style-type: none"> • Received \$2480.00 grant from IMAGINE Legacy grant from Northern Health • Will begin workshops and communicating with potential HH community partners in the new year
Green Municipal Fund	<ul style="list-style-type: none"> • Forwarded between Eric Sears (Urban Systems) and Andy Ackerman

Tentative/In the works/Talk only	
Project	Status
NDIT Business Façade Improvement	<ul style="list-style-type: none"> • Awaiting next steps from Renata King and NDIT • Will begin sometime in winter-spring 2015
NDIT Small Town Love	<ul style="list-style-type: none"> • Submitting official application form • Low-key advertising/promotion to take place in late winter, workshops/open houses in the spring • Requires Resolution of Support
Community Garden	<ul style="list-style-type: none"> • Additional research ongoing in spare work time
Various Playground grants	<ul style="list-style-type: none"> • No response from representative for grant.

Completed/Waiting for work to take place	
Project	Notes/comments
Civic Spatial Grant(s)	<ul style="list-style-type: none"> • CivicSpatial grant accepted • Survey work post-poned until spring
ALR Exclusion(s)	<ul style="list-style-type: none"> • Re-submitted information for applications. Still waiting for response
Land Development Prospectus	<ul style="list-style-type: none"> • Prospectus draft sent in Amy Schneider. Awaiting comments
FOI Response Guide	<ul style="list-style-type: none"> • Completed
Pool Cost Analysis	<ul style="list-style-type: none"> • Completed
BC One Call Ticket	<ul style="list-style-type: none"> • Tickets processed. Some municipal signs put in, others to wait until spring
NPEDC Business Walk Blitz	<ul style="list-style-type: none"> • Gathered data from business interviews. Johanna Kunz may extend the project. • Waiting to hear back for details or for final report • Will share findings with Council when released

BRITISH COLUMBIA /
YUKON COMMAND



THE ROYAL
CANADIAN
LEGION

Dear Valued Supporter

Please find enclosed a copy of Volume IX of the BC/Yukon Command of The Royal Canadian Legion's **Annual "Military Service Recognition Book"** recognizing Veterans in BC and the Yukon who have served our Country so valiantly. We have also enclosed a "Certificate of Appreciation" acknowledging your organization's generous support.

You will find the advertisement you purchased during our 2014 Telephone Appeal printed inside, along with another copy of your invoice, if you have not yet forwarded your payment.

Your ongoing support for this important project for the **BC/Yukon Command of The Royal Canadian Legion** is sincerely appreciated. Proceeds raised will be used to improve services to Veterans and the more than 150 Communities that we serve. Proceeds are also redirected to programs and services sponsored by The Royal Canadian Legion in communities throughout British Columbia and the Yukon. The Royal Canadian Legion is one of the single largest contributors to a vast array of community charitable programs which touch every aspect of life, every age group, and every citizen in some way.

We look forward to your continued support of this important Legion project when you are contacted in 2015.

Please don't hesitate to contact us at **1-800-964-9074**, if you require additional information.

Once again, **Thank You!**

Respectfully,

Gary Peters
Project Chairman
BC/Yukon Command
The Royal Canadian Legion

Certificate of Appreciation



Presented to



District Of Hudson's Hope

For supporting the "Military Service Recognition Book" of the BC/Yukon Command of The Royal Canadian Legion. Your recognition and support for Veterans in British Columbia and the Yukon is sincerely appreciated. Thank you for your participation.

A handwritten signature in black ink, appearing to read "Angus Stanfield".

Angus Stanfield
President

A handwritten signature in black ink, appearing to read "Gary Peters".

Gary Peters
Project Chairman

2014

BC/YUKON COMMAND OF THE ROYAL CANADIAN LEGION

"LEST WE FORGET"



HUDSON'S
HOPE
PLAYGROUND OF THE PEACE

Box 330
9904 Dudley Drive
Hudson's Hope BC V0C 1V0
Telephone 250-783-9901
Fax: 250-783-5741

November 28, 2014

Alyssa Goad
Muscular Dystrophy Canada
7th Floor-1401 West Broadway
Vancouver, BC
V6H 1H6

Re: Hudson's Hope Fire Rescue MD Fundraising Efforts 2014

Dear Alyssa,

Please find enclosed two cheques for the total amount of \$2200.00 which represents the department's annual fundraising efforts for Muscular Dystrophy Canada which was raised through our annual fireworks show and associated boot drive. It gives me great pleasure to report we once again have set another record for the amount raised, with the total representing over two dollars for each resident of the community.

Fire fighters have a long and proud history of working with Muscular Dystrophy Canada to fund research and programs to support people affected by neuromuscular disorders, and we look forward to continuing to support those efforts through our ongoing fundraising efforts.

Regards,

Robert Norton
Fire Chief
District of Hudson's Hope

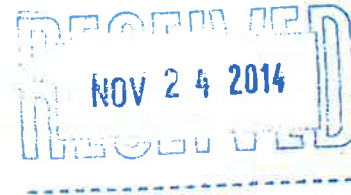


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www.northerndevlopment.bc.ca

CONFIDENTIAL

November 7th, 2014

District of Hudson's Hope
PO Box 330
Hudson's Hope, BC V0K 1V0



Attention: Mayor Gwen Johansson

Dear Mayor Johansson:

**Subject: Economic Development Capacity Building Funding – 2013
Northern Development Project Number 3190 20**

We have received your reporting in support of your application for funding under the 2013 Annual Economic Development Capacity Building program for municipalities and regional districts within the Northern Development area.

The Northern Development Initiative Trust is very pleased to be able to support your community in its efforts to develop the local and regional economy through increased economic development capacity.

Enclosed is our cheque in the amount of \$35,000 which represents a grant towards activities in support of your 2013 economic development budget.

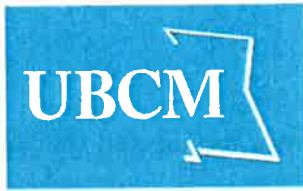
Please don't hesitate to contact us should you require additional information. Thank you for submitting the District of Hudson's Hope's report on the 2013 Annual Economic Development Capacity Building program.

Sincerely,


Janine North
Chief Executive Officer

- c: Tom Matus, Chief Administrative Officer, District of Hudson's Hope
Jennifer Moore, Regional Economic Development Officer, North Peace Economic Development Commission

C3



MEMO

November 3, 2014



TO: **Mayor/Chair and Council/Board**
CC: Benefits Administrator

FROM: Anna-Maria Wijesinghe
Manager, Member and Association Services

RE: **Group Insurance For Elected Officials**

UBCM offers comprehensive group insurance coverage, which is available to all local governments in British Columbia and to elected officials.

BACKGROUND

Following previous local government elections, UBCM has offered group insurance benefits to elected officials. A number of our members have taken advantage of these benefits, which we are pleased to be able to extend again.

COVERAGE OFFERED TO ELECTED OFFICIALS

The following is information and procedures for enrollment in the UBCM Group Benefits Plan, which is offered by our current carrier, Pacific Blue Cross/ BC Life.

A) Available Benefits

Elected officials who meet the eligibility requirements may now participate in the following benefits:

- Extended Health Care
- Dental
- Employee and Family Assistance Plan (EFAP)
- Optional Life Insurance
- Optional Accidental Death and Dismemberment

B) Eligibility

There must be a minimum of three (3) elected official applicants in your local government to enroll. Applications made by local governments that **do not currently** have their staff benefit plans under the UBCM Group Benefits Plan may be reviewed.

C) Benefit Provisions & Costs

1. Extended Health and Dental

For those local governments with existing staff contracts with us, the elected officials will be added **as a separate class to your existing contract/policy.**

You will need to fill out the attached group enrollment form so we can make the necessary amendments to your contract. The changes are needed to address the definition of employee and eligibility (hours of work), which are standard components of any group benefit contract (this change is needed as elected officials are not normally classified as “employees” nor do they work standard weekly hours).

If you provide benefits to your non-union staff through the UBCM Group Benefits Plan, you have the option to provide your elected officials with the **same** benefits or plan design that you provide to your non-union staff for Extended Health, EFAP and Dental (excluding Group Life, Dependent Life, Accidental Death and Dismemberment, Short Term and Long Term Disability, and Critical Illness). Under this approach, the existing group rates for the non-union staff plan would apply.

If you do not have staff benefits under the UBCM Group Benefits Plan, or you do not wish to provide the same level of benefits to Elected Officials, then you can choose a standard package. The standard package cost and benefit limits include:

- Extended Health:
 - ❖ 80% reimbursement of eligible expenses
 - ❖ Lifetime maximum of \$50,000
 - ❖ \$25.00 per year single or family deductible
 - ❖ Premium of **\$37.89** per month for single coverage and **\$85.25** per month for family coverage
- Dental:
 - ❖ 80% reimbursement of Plan A “Routine” expenses
 - ❖ 50% reimbursement of Plan B “Major Restorative” expenses
 - ❖ No annual maximum on Plan A or B
 - ❖ Premium of \$46.48 per month for single coverage and \$120.59 per month for family coverage
- Employee and Family Assistance Plan:
 - ❖ Premium of \$4.50 per month for single coverage and family coverage
 - ❖ Employee and Family Assistance plan, delivered through a partner, Shepell•fgi – Shepell•fgi's WorkLife Solutions & Well Being services provide telephone assessment, consultation, resources, support, advice and coaching on a full range of issues faced by individuals, parents, families, teens and young adults throughout their lives.
 - ❖ http://www.pac.bluecross.ca/pdf-bin/info/0601.01.012_EFAP.pdf

2. Optional Life Insurance

Optional Group Life may be purchased in multiples of \$10,000 or \$25,000. However, only one multiple can be chosen and will apply to everyone in the group purchasing the optional group life coverage. **A rate sheet is attached.**

3. Optional Accidental Death & Dismemberment (AD&D)

BC Life's Optional Accidental Death & Dismemberment provides added financial security should one be faced with accidental death, accidental dismemberment of part or all of a limb, or loss of sight, hearing or speech. This benefit would pay an additional amount equal to the Optional Group Life Insurance benefit in the event of death and fractions of the total benefit for other loss or dismemberment.

The monthly cost of this benefit is \$0.055 per \$1,000 of coverage.

It would be our preference that the payment of premiums follows the same structure as your non-union staff plans. That is, if your non-union staff plans are 100% employer paid then that arrangement should continue for Elected Officials, understanding that each local government may have different policies.

D) Enrollment

Once you have three Elected Officials, then all enrolled accredited members must register as a group and choose the following combinations of coverage:

- Option 1. Extended health/dental benefits (must make application for both)
- Option 2. Extended health/dental benefits and Employee and Family Assistance Plan (must make application for all three)
- Option 3. Either the optional life and/or optional accidental death and dismemberment benefits (applications can be made independent of one another)
- Option 4. A combination of option (1) and (3)
- Option 5. A combination of option (2) and (3)

Enrollment for benefits must be within four (4) months of appointment to council, therefore, the **deadline for enrollment is March 31, 2015**. Failure to apply within the required timeline will elicit PBC late-applicant rules (which may include providing evidence of insurability, back-billing of premiums, and/or coverage restrictions). We strongly recommended having all elected officials who do not wish to participate complete the enclosed waiver of group benefits form to indicate the benefits have been offered to them.

Enrollment in the UBCM Group Benefit Plan must be for the **full term of office**; this is to protect against abuse of the Plan.

To join, regardless if you are already covered under the UBCM Group Benefits plan, please fill out the applicable attached forms:

- 1. Application for Group Benefits; and/or
- 2. For optional life - "Application for Optional Life"
- 3. For optional AD&D - "Voluntary Accidental Death & Dismemberment"

When the forms are completed please attach all the documents and include a covering letter summarizing the elected officials that are applying for these benefits.

Please forward all completed forms to:

Elected Officials' Benefits
Scott Holmes, Account Executive, PBC
c/o Anna-Maria Wijesinghe
Union of BC Municipalities
Suite 60 – 10551 Shellbridge Way
Richmond, B.C. V6X 2W9

For further details regarding coverage or if your local government is not covered under the UBCM Group Benefits Plan, please contact:

Scott Holmes, Account Executive
Ph: +1 604.419.2107
Email: jsholmes@pac.bluecross.ca

Please keep us informed if you are interested in this program or contact myself (Anna-Maria) if you would like assistance with the enrollment of your elected officials:

Ph: 604.270.8226 ext. 111
Email: amwijesinghe@ubcm.ca

If you are not currently with the UBCM Group Benefits Plan, we would encourage you to request a quote. We can provide you with available savings on costs, as well as the other advantages of participation that many local government staff are already enjoying!

E) Retiring Council Members or Elected Officials Not In Office

Please note that retiring council members or elected officials not currently in office should **not** remain on your benefits plans. You must inform Pacific Blue Cross/BC Life that coverage is to be terminated. **The effective date of termination will be at the end of December.** Retiring council members and elected officials no longer in office have the option of converting to individual policies (within 60 days for PBC benefits and 31 days for BC Life).

For information on individual **health and dental benefits** available to those members (retiring councillors or retiring officials), we would encourage you to provide the following link: <http://www.pac.bluecross.ca/individual/> Conversion options are available for 60 days.

Those retiring council members and elected officials wishing to convert to an individual life insurance policy, have the option of converting to **benefits with BC Life**. This can be done without the need for medical evidence, providing this is within **31 days** after terminating the group coverage and if they are under the age of 65. For more information regarding conversion, members may contact BC Life at:

Claims Services, British Columbia Life & Casualty Company
PO Box 7000, Vancouver, BC V6B 4E1
Email: BCLClaimsServices@pac.bluecross.ca

Visitor Centre Network Meeting Notes November 5, 2014

The first of our Visitor Centre consultation meetings was held in Vancouver on Wednesday, November 5th. We were pleased that attendance was higher than expected, with 115 participants representing 70 Visitor Centres in all regions. Below is a brief recap of the day, broken out by agenda topics:

Welcome Address

Marsha Walden, President and CEO of Destination BC, opened with a welcome address and provided an overview of the new corporate strategy. Here are a few highlights of the presentation:

Over the next three years, Destination BC will focus on three important goals:

1. To make British Columbia the most highly recommended destination in North America by our visitors;
2. To achieve the highest growth in overnight travel expenditures among all Canadian provinces; and,
3. To build an exceptional team at Destination BC--people who are collaborative, insight-driven, and results-focused.

To achieve these ambitious goals, Destination BC will concentrate on three pillars that form the basis of our winning strategy.

- **Build a Powerful Marketing Network** - we are changing how we work with the Canadian Tourism Commission, with our provincial partners, regions, sectors and communities in order to have more sales and marketing impact, and to create better value.
- **Foster Remarkable Experiences** - Over the next three years, we will be introducing several new programs to ensure British Columbia is offering globally competitive experiences, now and for the future. Destination BC will also work with the Visitor Centre Network to help modernize the delivery of visitor services.
- **Create a Magnetic Brand** – On November 4th a bold new brand platform was introduced, one that will dramatically set us apart from our competitors around the globe and ignite the interest of potential travellers.

To review the full strategy, please visit our corporate website at www.destinationbc.ca/ourplan.

Creating a Magnetic Brand for BC

Kathleen Lorentsen, Director, Marketing Communications, led the extensive work for the Brand refresh and delivered the presentation that was shown at the November 4th launch of Destination BC's new strategy. The Visitor Centre Network was fundamental in providing important input into what our visitors really think is so special about British Columbia.

Consumer Behaviour: In Destination Trip Planning

Nancy Radman, A/Senior Researcher, presented the summary results of the "In-destination Trip Planning Research". You can find a copy of the "Research Summary and Situational Analysis" document on the Network Exchange, under "Information", "Research".

Visitor Services: 2015 and Beyond

Ninette Ollgaard, Director, Visitor Services, spoke to the fact that with a new corporate strategy, coupled with significant changes to consumer behavior and the rapid uptake of mobile technology, it is time to collectively modernize the Network and be ready for visitor services of the future.

Ninette identified five strategic shifts that will guide the change:

1. **Cultivate a province-wide customer centric culture:** Destination BC's vision is that everyone in BC will embrace their role in improving the overall experience a visitor has in a community and region, which will then directly enhance the economic benefits for all.
2. **Increase crowd sourced visitor services efforts:** to significantly increase efforts through social media channels. Visitor services channels (touch points) must be chosen with care – where the visitors are, in-person and online.
3. **Evolve Network from Visitor Centres to Visitor Services:** modernize the Network Program from being focussed on operational effectiveness of visitor centres to remarkable visitor services anywhere, anytime.
4. **Promote Visitor Services tools and channels:** become proactive in reaching out to visitors with trip planning tools and channels.
5. **Increase Visitor Services intelligence:** to better understand visitors evolving needs, we need to continue to gather and share information, research and data.

For 2015, minor changes have been made to the existing Visitor Centre Network Program (see Appendix I). It is anticipated that these amendments will better accommodate change that some Visitor Centres are already implementing and encourage others to be innovative and explore new ideas. These changes are meant to allow the Visitor Centres and sponsor organizations to best determine what will work for their communities moving forward.

Q & A Panel

Ninette Ollgaard, Nancy Frederickson, Richard Porges, Kathleen Lorentsen and Jacqueline Simpson ended the morning with a Question and Answer session.

Reshaping the Network

In the afternoon Susan Rybar facilitated a workshop to begin the process for gathering input from the Network. There were four exercises designed to delve into the visitor services strategies and to determine how to evolve and reshape the Network for the future. The conversations, intended to be focused on the future, were thoughtful and realistic, providing valuable input that we can work with together.

The four topics were:

1. **Community Interactions**
 - a. Identify the Visitor Services Network stakeholders in a community.
 - b. Identify the role of each of the stakeholders in the community.
 - c. Identify what's working, what's not, and what shifts are needed to ensure all communities in BC are providing remarkable visitor services – anywhere, anytime.
2. **Tools & Systems**
 - a. Identify the priority tools and systems, as agreed to by your group.
 - b. Individually, identify what tools and systems you need and want.

3. Funding

- a. What are the three most important things Destination BC should consider in the development of the new funding model for the future.

4. Training & Skills Development

- a. As a group, write the outline for your training program - What training is needed, what are the objectives and the best format, timing and frequency.

This feedback will be shared with the Network. Consultation meetings will be scheduled throughout the province in the coming year to continue the collaboration and dialogue.

In summary, the strategic decisions Destination BC is making, with respect to the Visitor Services strategy, are based on a set of drivers for change:

- Significant shifts in consumer behaviour over the last several years that will only continue to amplify;
- Increased global competition that is forcing BC to become a more strategic tourism destination, that incorporates technology and reaches out proactively to visitors;
- A shift in our mandate to ensuring 'Remarkable Experiences' at every touch point, which supports the move from focussing solely on visitor centres to embracing more widespread and impactful visitor services.

In 2015, we are removing some of the constraints of our current Visitor Centre Network Program membership requirements. We will be consulting with the Network, sponsor organizations and local municipal or regional bodies that currently support visitor services in their communities. The Visitor Services program moving forward will provide support, tools and training to those communities and Visitor Centres that wish to have more flexibility in how they connect with visitors.

Appendix I (as follows) outlines the Visitor Services Network Program, Terms and Conditions for 2015.

Clerk

From: Gwen Johansson
Sent: Monday, December 01, 2014 7:27 PM
To: heather.orr@gmail.com; cbeam@prn.bc.ca; Dan Bouillon; Dan Bouillon home; Dave Heiberg; Dave Heiberg; Kelly Miller; Kelly Miller (kdm@pris.ca); Nicole Gilliss; Rich Brown; Travous Quibell
Cc: Tom Matus; Clerk
Subject: Trans Canada Community Fund

Hi. I just spoke to Shaheen from Trans Canada re: their Community Investment Program.

- She has some funds left in her 2014 budget. (\$5000-7500) She needs to know by next week if there is a project/service that they could contribute to. We don't have a lot of time. I asked about putting it into a fund to which we would contribute over time. (eg for a Senior's bus). The concern she has about that is that if they give us that money, it goes into a fund, but then we never manage to raise the rest of the money, then where are they. I've talked to Kelly. He suggests that a concrete thing that would fit their criteria, could be done for \$7500, and could be organized within the next week would be some garbage cans and/or benches in areas where people walk. What other ideas are there?
- Trans Canada is expecting Petronus to make their "Final Investment Decision" before the end of December. Assuming it is positive, then TransCanada will also be following suit and Shaheen would have a budget for 2015. At that time, she would be looking at \$7500-10,000. She has talked to Devon re: the community hall but thought he wasn't quite ready for TransCanada's program because there are grants he is still awaiting a decision on and she didn't know where she would fit into that. She seemed very interested in wheelchair accessibility ramp, but she also observed that what was envisioned there (roof extension, concrete base and so on) probably could not be covered by their contribution; the community hall project seemed to be turning out to be a more comprehensive project than what she'd understood at the beginning. So not to rule it out, but other projects would be looked at as well.

Something which has come up in the past is a public bathroom. The only one in town open 24 hours/day is in the Laundromat run by the Thrift Store. It isn't advertised, and I don't think it's well known – and I'm not sure if the Thrift Shop wants it more well known. There should be a public washroom in a town, I should think. I don't know where it might be located either. Stand-alone would be very expensive. Perhaps connected to the Info Center? An extension to the Info Center?

So: Could you please be thinking about these possibilities and be prepared to make a decision at the meeting on the 8th regarding the 2014 contribution.

Thank, Gwen

Gwen Johansson, Mayor
District of Hudson's Hope

9904 Dudley Drive, PO Box 330
Hudson's Hope, BC V0C 1V0

Office: 250-783-9901

Ideas for TransCanada Fund:

1. lamp posts;
2. garbage cans especially on corner of Margs and Sportsmans
3. pool park; the pool playground was replaced fall 2013 with a structure that was about half the size and fun of the one they removed:(so additional playground equipment and/or the park also is in desperate need of more benches, and picnic tables. In the summer there is one permanent bench and usually PW puts one picnic table there. This park gets used a lot all summer. And a recycling barrel/ can is also very much needed there. There is currently one garbage can only.
4. How about resurfacing the tennis courts?
5. New playground equipment for the Beryl Prairie Fire Hall area (the current structures probably are outdated and sit on top of the septic weepage field)
6. Fencing supplies to build a dog park/run area either near the school or near the ball diamonds (a double gated entry to have dogs off leash inside the dog friendly area)
7. A padded bumper for the sledding hill by the pool (many kids are sledding down the hill and onto the street)
8. A washroom/outhouse by the baseball diamonds (to avoid people using the bushes)

PLEASE JOIN US FOR A

Farewell Tribute

Honouring Former Mayor Fred Jarvis

Thursday, December 11, 2014 from 7pm until 9pm

District of Taylor Community Hall

9896 Cherry Avenue West

Taylor, British Columbia

[Invitation](#) | [Details](#) | [RSVP](#) | [District of Taylor](#)

District of Taylor Community Hall

7:00 PM - 9:00 PM on Thursday, December 11, 2014

District of Taylor Community Hall, 9896 Cherry Ave West, Taylor, BC V0C 2K0 ([View Map](#))

250.789.3392

[Add to iCal](#) [Add to Outlook](#) [Add to Google](#) [Add to Yahoo](#)

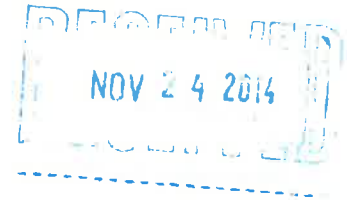
Want company? Share this event!





FOR GENERATIONS

Chris O'Riley
Executive Vice-President
Generation



November 14, 2014

Mayor Gwen Johansson
District of Hudson's Hope
Box 330, 9904 Dudley Drive
Hudson's Hope, BC
V0C 1V0

Dear Mayor ~~Johansson~~, *Gwen*

I am writing in response to a proposal presented to the Site C team (Siobhan Jackson) by Rob Botterell on behalf of the District of Hudson's Hope, titled "Proposed Hudson's Hope and BC Hydro Liaison Committee Agreement". As you are aware BC Hydro regularly engages with community members through the Peace Williston Advisory Committee, and through ongoing community relations led by Bob Gammer. Darin Thompson, Regional Director, Peace Operations also engages with the District on a regular basis.

I understand that a key request of the proposal is the opportunity to meet regularly to discuss matters of importance to the District with a member of BC Hydro's executive. As Hudson's Hope is home to two of our most important generation facilities, in my role as the Executive Vice-President of Generation I would be pleased to meet with the District, and will look to Darin Thompson to work with you to establish a regular format for such meetings.

I also understand that the Site C team has proposed a community liaison committee to provide a regular forum for engagement with the community in the vicinity of Hudson's Hope during the construction of Site C, should it proceed. In discussion with my colleague Susan Yurkovich, Executive Vice-President for the Site C Project, she has been pleased to have met with the District in the past, and will continue to be receptive to requests for meetings with her in the future, should the Project proceed to construction.

Regards,

Chris O'Riley

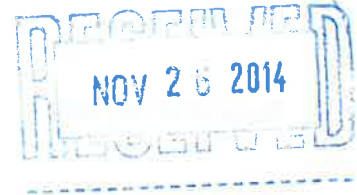
cc: Susan Yurkovich, Executive Vice-President, Site C, BC Hydro
Darin Thompson, Regional Director, Peace Operations, BC Hydro
Siobhan Jackson, Socio-Economic and Heritage Manager, BC Hydro



Ref: 210274

November 13, 2014

Her Worship Mayor Gwen Johansson
District of Hudson's Hope
P.O. Box 330
Hudson's Hope, British Columbia
V0C 1V0



Dear Mayor Johansson:

Thank you for meeting with me on Thursday, September 25 at the 2014 UBCM Convention to discuss Crown land acquisition and the Site C dam.

I was pleased to hear about Hudson's Hope's plans to develop an industrial area and green space park to sustain community growth. Ministry staff will continue working with local officials to ensure that your Crown land authorization applications proceed in a timely manner.

With regard to the Site C dam, I understand your concerns and note your requests for an independent review from the BC Utilities Commission as well as a meeting with me and my colleague the Honourable Mary Polak, Minister of Environment, to share community perspectives. I have asked my staff to arrange a joint meeting if our schedules permit it and will forward your views to staff for their review and consideration as well.

Again, thank you for the constructive discussion.

Sincerely,

Steve Thomson
Minister

pc: Honourable Mary Polak, Minister of Environment
Kevin Kriese, Assistant Deputy Minister, North Area
Dale Morgan, Regional Executive Director, Northeast Region
Karrilyn Vince, Director of Authorizations, Northeast Region
Marianne Johnson, Crown Land Opportunities Specialist, Northeast Region



NOV 20 2014

Ref: 156440

Her Worship Mayor Gwen Johansson
and Members of Council
District of Hudson's Hope
9904 Dudley Drive
PO Box 330
Hudson's Hope, BC VOC 1V0

Dear Mayor Johansson and Councillors:

I appreciated meeting with your delegation at the 2014 UBCM Convention in Whistler, BC. It was a good opportunity for me to hear about your activities and accomplishments, as well as the challenges you face as leaders in your community.

I was interested to hear about the challenges that your region is facing due to anticipated resource development, specifically the concerns you raised regarding the Northeast BC Resource Municipalities Coalition. I want to assure you that the Province of British Columbia is committed to designing customized support for regions impacted by resource development. This is a high priority for the Ministry of Community, Sport and Cultural Development and an important part of the mandate given to me by Premier Clark. As I confirmed earlier this year, the Province will only pursue discussions which are inclusive of all local governments in the region.

At our meeting, you also expressed concern regarding the amount received for BC Hydro payments in lieu of taxes. I understand that you have undertaken a review of your grants and I suggest that you forward it directly to staff in the Tax Policy Branch at the Ministry of Finance, as this matter falls under their purview.

As for your request that I support a review of the Site C project by the BC Utilities Commission, the decision on whether to proceed with the Site C project is a major public policy decision, most appropriately made by the elected government. To that end, we are working hard to ensure that government conducts an in-depth analysis of all options, prior to making a decision on the project. Site C has been through an extensive environmental assessment process including seven years of consultation, two months of public hearings and 30,000 pages of evidence. Minister Bennett has been clear that government will fulfill its duty to conduct extensive due diligence and exhaust all avenues of inquiry before making a decision on Site C.

.../2

Her Worship Mayor Gwen Johansson
and Members of Council
Page 2

Creating and maintaining the local investment climate are important in fostering economic growth and keeping our communities strong. I look forward to working with you in ensuring we are well positioned to take full advantage of these opportunities.

For your information, I have enclosed a summary of investments my Ministry has made in your community since 2001. We are proud of the partnership we have with you, and the support we have been able to provide the District of Hudson's Hope in meeting local priorities and making our communities strong, healthy and prosperous.

Thank you again to your delegation for taking the time to meet with me at the Convention and for the dedication and leadership you are providing to your community.

Sincerely,



Coralee Oakes
Minister

Enclosure

pc: Mr. Pat Pimm, MLA
Peace River North

HUDSON'S HOPE
Summary of Provincial Funding Support
Ministry of Community, Sport & Cultural Development
2001 – Current

Infrastructure Support – Building the Foundation for a Stronger Future

	Year	Project	Provincial Funding
Hudson's Hope	2007	Sewer Lagoon Improvements Project	24,380
T4T	multiple	Various Infrastructure Studies Since 2002	25,000
IPG	2005	Construction of a Water Treatment Plant	973,333
BCCWIP	2008	Library Access Trail	4,399
LM	2009	Arena Heat Recovery	108,755
ISF	2012	Walking/Cycling Trails	78,368
CRP			
		TOTAL	\$1,214,235

Small Communities Grants – Support for Smaller Communities

	2004	2005	2006	2007	2008
Hudson's Hope	199,271	199,271	226,367	256,305	285,157
	Grand Total \$1,166,371				

Strategic Community Investment Fund*

March 2009	September 2009	July 2010	March 2011	June 2011	March 2012	June 2012	March 2013	June 2013	June 2014
40661	145,925	87,787	173,170	249,180	172,962	260,019	57,654	144,711	201,105
	Total \$1,899,474								

* Strategic Community Investment Funds – are the combination of Small Community and Regional District Grants, as well as Traffic Fine Revenues available to applicable communities in an accelerated payment scheme

IPG – Infrastructure Planning Grant
 BCCWIP – Community Water Improvement Program
 LM – Infrastructure Stimulus Fund
 LM – LocalMotion
 T4T – Towns for Tomorrow
 CRP – Community Recreation Program

Olympic/Paralympic Live Sites – Community Opportunities & the Olympics

Bullhead Mountain Curling Club	2005	Bullhead Mountain Curling Rink Construction	330,000
TOTAL			\$330,000

Climate Action Revenue Incentive Program – Support for Community Action on Climate Change

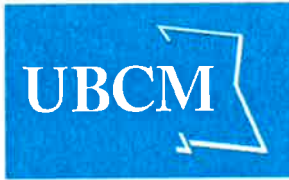
Year	Program	Provincial Funding
2009	Reimburse 100 percent of Carbon Taxes Paid	309
2010		1,600
2011		1,918
2012		7,575
2014		9,122
TOTAL		\$20,524

SUMMARY OF FUNDING SUPPORT

Building Infrastructure for a Stronger Future	\$1,214,335
Small Community Grants	\$1,166,371
Strategic Community Investment Fund	\$1,899,474
Community Opportunities and the Olympics	\$33,000
Support for Community Action on Climate Change	\$1,524
TOTAL	\$4,050,504

NOTE: Investments highlighted in red are made from programs previously under the responsibility of this Ministry.

- IPG – Infrastructure Planning Grant
- BCCWIP – BC Community Water Improvement Program
- ISF – Infrastructure Stimulus Fund
- LM – LocalMotion
- T4T – Towns for Tomorrow
- CRP – Community Recreation Program



MEMO

December 4, 2014

TO: UBCM MEMBERS Attn: Mayor & Council | Chair & Board
FROM: UBCM EXECUTIVE
RE: NOTIFICATION OF EXECUTIVE VACANCIES

The purpose of this memo is to notify members of the direction taken by the Executive at their meeting on November 28, 2014 with regard to Executive vacancies as a result of the 2014 Local Government Elections.

At the meeting, Executive members were advised of five vacancies, and the process for filling those vacancies in accordance with the UBCM Bylaws and Policies:

- AKBLG representative – AKBLG to make a re-appointment; that has been done.
- AVICC representative – AVICC to make a re-appointment; that has been done.
- Second Vice President – Executive CANNOT appoint a Vice President, but may ask a sitting VP to move up and fill a vacancy; and Executive has the further option of appointing an additional “acting” Director at Large to ensure a full board complement of 21 members.
- Director at Large (1) – Executive may appoint an eligible elected official.
- Vancouver Metro Area Representative (1) – Executive may appoint an eligible elected official.

The UBCM Bylaws and Policies, grant the Executive discretion on whether or not to fill vacancies (see Appendix A for extracts of both documents). Upon consideration of the Bylaws and Policies the Executive endorsed the following direction:

- Executive proceed to notify the membership of the vacancies on the Executive and seek expressions of interest for each of these positions:
 - Director at Large – 2 positions are available, to ensure a full board complement of 21 members
 - Vancouver Metro Area Representative – 1 position available
- Executive agreed that the three vacancies should be filled prior to the next Executive meeting scheduled for February 12-13, 2015.

In accordance with the Bylaws, AKBLG has made a new appointment to the Executive, Mayor Gerry Taft, District of Invermere. AVICC has also made their new appointment, Councillor Barbara Price, Town of Comox. As well, Third VP, Councillor Murry Krause, has moved to Second VP as a result of the vacancy left in this position.

Next Steps

This memo serves as notification to the membership that the UBCM Executive wishes to fill vacancies for:

- Director at Large (2);
- Vancouver Metro Area Representative (1)

The process for filling vacancies will follow the process outlined in s. 8.5 of the Executive Policies.

Eligibility for Office

Director At Large (2) – this position is open to all elected officials of UBCM.

Vancouver Metro Area Representative – this position is open to elected members of either, or both, a council of a member municipality of the GVRD or of the GVRD Board (a list of eligible local governments is attached as Appendix B).

Process

Eligible elected officials interested in applying for either of these positions are encouraged to submit an expression of interest for **one** of these vacancies, as outlined in s. 8.5 of the Executive Policies. We would ask that potential candidates complete the attached nomination form (Appendix C) and return it by email or fax to the attention of the Immediate Past President. Candidates are also encouraged to provide a short bio of themselves (not more than 300 words) with their nomination form. All materials can be sent to the attention of Immediate Past President, Director Rhona Martin, care of the following email address: mcrawford@ubcm.ca or by fax: 604-270-9116.

The submission deadline for expressions of interest (nomination form and bio) is:

Friday January 9, 2015

The Executive will consider all expressions of interest and make a decision regarding whom they will appoint to fill these three vacancies.

Following Executive deliberations, all members will be notified of the Executive's decision. Newly appointed board members will be invited to attend the February 12-13, 2015 Executive meeting in Richmond.

If you have any questions about the process please contact Director Rhona Martin, Immediate Past President at rmartin@csrd.bc.ca or Marie Crawford, Associate Executive Director at 604-270-8226 ext. 104 or by email: mcrawford@ubcm.ca.

We welcome eligible interested candidates to apply. For further information about UBCM and the Executive please see the UBCM website.

<http://www.ubcm.ca/EN/main/about/executive/executive-members.html>

APPENDIX A

EXTRACTS FROM THE UBCM BYLAWS AND EXECUTIVE POLICIES

UBCM Bylaws

Section 2 of the UBCM Bylaws provides the following definition for officers:

2. *The Officers of the Union shall be: President, First Vice-President, Second Vice-President, and Third Vice-President.*

Section 3(d) speaks to filling vacancies: (*bold italics indicate relevant sections*)

- (d) ***No person shall hold a position as Officer of the Union unless elected as an Officer by the membership of the Union and no person shall be elected more than twice, whether consecutively or otherwise, as President of the Union. ...***

In the event of a vacancy:

- ***amongst the Officers, other than President, the Executive may appoint, from amongst persons qualified to be elected to the Executive, Acting Directors at Large equal to the number of vacancies;***
- ***amongst the Directors at Large, the Small Community Representative, the Electoral Area Representative, or the Vancouver Metro Area Representatives, the Executive may appoint a person qualified to hold the office to fill the position for the term remaining;***
- *in the position of Vancouver Representative, GVRD Representative or amongst the five Directors appointed by the Area Associations such vacancies shall be filled in the manner of the original appointment.*

Executive Policies

Section 8.5 of the Executive Policies outlines the process for appointing replacements:

8.5 Member notice of vacancies on the executive

If there is a vacancy following a local general election that will require the Executive to appoint a replacement, the following steps will be taken before the matter is considered by the Executive.

1. *Councils and boards will be notified of the vacancies that exist, the procedures for replacement and advised that the Executive will accept expressions of interest.*
2. *Any expression of interest must be endorsed by two elected officials of UBCM members.*
3. *An interested candidate may submit an expression of interest for one position only.*
4. *Expressions of interest will be directed to the Immediate Past President, who will prepare a report for the Executive on the materials received.*

APPENDIX B

Vancouver Metro Area Representative – List of Eligible Members

Anmore
Belcarra
Bowen Island
Burnaby
Coquitlam
Delta
Langley City
Langley Township
Lions Bay
Maple Ridge
New Westminster
North Vancouver City
North Vancouver District
Pitt Meadows
Port Coquitlam
Port Moody
Richmond
Surrey
Tsawwassen First Nation
Vancouver
West Vancouver
White Rock
Electoral Area A (Metro Vancouver)

APPENDIX C

NOMINATION¹ FOR THE 2014/2015 UBCM EXECUTIVE

We are qualified under the UBCM Bylaws to nominate¹ a candidate and we nominate:

Name: _____

Position in local government: Mayor Councillor Director

Municipality or Regional District represented: _____

Nominated for: Director At Large Vancouver Metro Area Representative

NOMINATED BY:

Name: _____ Name: _____

Mun/RD: _____ Mun/RD: _____

Signature: _____ Signature: _____

Date: _____ Date: _____

CONSENT FORM

I consent to this nomination and attest that I am qualified to be a candidate for the office I have been nominated to pursuant to the UBCM Bylaws².

CANDIDATE:

Name: _____

Position in local government: Mayor Councillor Director

Municipality or Regional District represented: _____

Nominated for: Director At Large Vancouver Metro Area Representative

Signature _____ Date: _____

TO BE RETURNED BY JANUARY 9, 2015

¹ Nominations require two elected officials of members of the Union [Bylaw 4(b)].

² All nominees of the Executive shall be elected representatives of a member of the Union [Bylaw 3(c)]. Nominees for Electoral Area Representative, Small Community Representative and Vancouver Metro Area Representative must hold the appropriate office.

